

encuentro 5 welcomes you!

Thank you for booking your event with us and becoming part of the e5 community! The following is a set of guidelines and a clean-up checklist for the usage of the space. *Please note:* e5 does not have paid staff and operates with minimal janitorial support. This means that the general maintenance and tidiness of the space depends on the self-organized efforts and attentive consideration of the individuals and groups who use it to ensure the space is neat and available for the next group. After your event, please take a moment to check that you leave the place the way you found it.

We advise that a group of 4-6 people are designated as the “clean-up crew” before the event begins.

General Guidelines:

1. Bikes have to be locked outside on the street and not taken onto the floor, as they may block emergency exit paths and have caused complaints in the building.
2. Smoking is not allowed in the stairwells, also due to complaints.
3. There may be another meeting taking place at the same time as yours, please be courteous and respectful to keep noise levels down if this is the case.

Clean-up Checklist:

1. **Tables & chairs** - returned to their original locations, *not blocking entrance ways to offices.*
2. **Papers & materials** - returned to where they were retrieved or taken home with you. Unfortunately, e5 cannot provide storage space for the supplies of groups that come in for meetings.
3. **Trash** - must all be placed in the trash bins. Paper may be recycled in the gray recycle bin. *All perishable trash must be taken out with you.* This includes soft drinks with aromatic residue. Please rinse all cups and containers before disposing of them into the general trash, as the slightest scent will invite an infestation of fruit flies. Please use only restroom trash for the trash bins in the restroom.
4. **Bathrooms** - Please check the restrooms before departing for any outstanding situations, e.g. overflowing toilets or dirty sinks. Cleaning supplies are located by the light switches in the main space. A plunger is found in a stall of each restroom. *Please take five minutes to wipe down the surfaces in the bathrooms to leave the restrooms tidy and neat.*
5. **Sweep** - Take care to sweep up the floor with the large broom if your event visibly caused tracks of dust and street grime from abundant foot traffic.
6. **End Events by 9:30pm and leave by 9:45pm** - Stay in touch with us for your future events!

Thank you!