

## GSNETX Facility Usage Guidelines and Agreement



### Before the Meeting

- All participants/parents/caregivers must complete the [GSNETX Event / Meeting / Overnight Waiver](#) prior to attending their first meeting at a GSNETX facility.
- Have all participants/parents/caregivers complete the questions on the [GSNETX COVID-19 Pre-Screening Form](#) before each meeting .

### Entering the Facility

- In order to enter the facility, you must use the key code provided. You will notice the top bar turn green indicating that the door was unlocked.
- Please do not prop outside doors open.
- You may set up the chairs and tables in whatever way you would like. However, make sure they are returned to the original setting.
- Children accompanying adults to meetings must always be properly supervised and not allowed to run and/or play with office equipment, furniture, flags, etc.
- Before the meeting, clean all commonly used surfaces with cleaning supplies, including doorknobs, tables, podiums, etc.

### During the Meeting

- In order to enter the facility, you must use the key code provided. You will notice the top bar turn green indicating that the door was unlocked.
- Please do not prop outside doors open.
- You may set up the chairs and tables in whatever way you would like. However, make sure they are returned to the original setting.
- Children accompanying adults to meetings must always be properly supervised and not allowed to run and/or play with office equipment, furniture, flags, etc.
- Before the meeting, clean all commonly used surfaces with cleaning supplies, including doorknobs, tables, podiums, etc.

### Leaving the Facility & After the Meeting

- Make sure that all chairs and tables are returned to their original place.
- After the meeting, clean all commonly used surfaces with cleaning supplies, including doorknobs, tables, podiums, etc.
- Check the restrooms that there is no litter in the sinks, on the floor, or inside the toilets.
- Make sure all lights are turned off.

In order to book at a GSNETX facility, you must be an adult member with 2020-2021 membership and a current criminal background check. GSNETX reserves the right to cancel future reservations for any group not adhering to the guidelines and processes above.

*“A Girl Scout always leaves a place better than they found it.”*