

GREENLIGHTS OFFICE SPACE USER CHECKLIST

Greenlights is happy to provide free use of our meeting spaces to our members. It is our goal to provide a usable, comfortable space for meetings, education programs, board retreats, staff training and special functions. To maintain the best possible facilities for our members, we have created the following agreement, which must be completed by the member organization (User) for each use of the facilities.

Greenlights is located at 7703 N Lamar Blvd., Suite 400, Austin, TX, 78752.

▶ GREENLIGHTS OFFICE SPACE USER CHECKLIST

All Users of the Greenlights meeting spaces are required to review this checklist and ensure that each item is completed before leaving the space.

Users are greatly encouraged to review this checklist upon entering the facility to verify that the premises and amenities are in good working condition and to notify Greenlights of any damage immediately to avoid being charged for damage occurring from previous Users.

- All counters, tables and sinks are clean, and all utensils are washed and put away.
- All items brought into the facility, including food or drinks, have been removed from the Premises.
- All trash has been picked up.
- All equipment and lights have been turned off.

For questions or urgent matters from 9am to 5pm, please contact Monica Maher, at 512-477-5955 ext. 252.