

YORK AREA CHILDREN'S MUSEUM

Event/Party Checklist

Thank you for choosing York Area Children's Museum as your party site. We hope you have found the museum to be in good order and that you have a great time. Furthermore, we hope that you treat the museum and its exhibits with respect and care, as it is a very special gem within the community of York. Please complete the following checklist before leaving the museum and reach out with any questions or concerns.

Craft Room

- The floor is vacuumed as necessary and is free of any food residue.
- The art supplies are put away on the shelves, all caps are on markers, lids are on stamp pads, etc.
- The tables are wiped down.
- The trash cans are emptied and new bags have been put in place.

(Trash can be disposed of in the receptacle outside the North entrance of the auditorium to the far East.)

Sensory Room

- All legos and building materials are in their bins.
- All electronic items are turned off or unplugged.

Grocery Store

- All groceries, food items, and kitchen items are put back into their respective spaces.
- Shopping carts are empty and put in the cart return area.
- The main plug in at the check-out station is unplugged.

Big Room

- All toys are returned to their appropriate exhibits and placed in their proper places.
- The x-ray viewing box lights are shut off.
- Empty trash can.
- Floor is cleaned of all toys. Vacuum if necessary.

Please write down any damaged items that you notice during your visit on the back side of this paper. Please make sure ALL lights have been turned off and ALL doors are locked as you leave.

***I have completed each item in the above checklist, and I am leaving the museum in the same or better condition than when I arrived.

X _____

Name

Date

Birthday party cost – \$1 per attendee regardless of age with a minimum fee of \$50.

Checks can be made payable to York Area Children's Museum.