

## **Den**

Revised July 2014 by Robert Roner

### **Den Committee Responsibilities**

#### General--As Needed

1. Maintain den keys and keep a list of all members holding keys. Keys are to be issued to members upon request. Try to keep outstanding keys to a minimum and collect old ones when members no longer need them. The gate key can only be duplicated by Clyde's Locks at 236 State St. after they register your name.
2. Take reservations for den use and post updated information on the bulletin board.
3. Vacuum or sweep floors in den, council room, mail room, halls, stairways and restrooms.
4. Check locks and rooms for irregularities and report any problems to the president.
5. Make minor repairs and report any of major significance to the president and landlord.
6. Empty waste baskets and remove garbage.
7. Change light bulbs promptly when needed.
8. Clean restrooms and keep them supplied with soap, paper towels and toilet tissue. It is to be available at each meeting.
9. Maintain supplies needed for the den and store in lower part of mail room cupboard or in room behind the council room. Expenses will be reimbursed to you after filling out a form and submitting to the treasurer.
10. Clean blackboard and keep supplied with chalk.
11. Check out the Digital Projector to groups for use in occasional special meetings (e.g. climbers) outside the den and insure it's return.
12. Keep an emergency flashlight near the meeting room door and check batteries.

#### Before Picture Nights and Special Meetings

1. Clean den, hallway stairwell and banister.
2. Organize chairs and dust off bench seats.

### Annually

1. Shampoo or spot clean carpets if needed.
2. Inspect fire extinguishers and recharge or replace as needed.
3. Thoroughly clean for annual meeting in January.
4. Attend the annual meeting and present a yearly report including den use and finances. Make one copy for the secretary and keep one in your own file.

The owner of our building is is Kip Henery of Cooke Stationary, 370 State St., Salem.