

Assistance League® of Salt Lake City

Chapter House and Thrift Shop Buildings Policies

It is the policy of Assistance League of Salt Lake City to maintain and manage its real and personal property to preserve and protect the value and function of these assets and to maintain a safe and pleasant environment.

I. Use.

- A.** The Chapter House shall be used for Assistance League business only.
- B.** The Thrift Shop building shall be used only for activities to conduct the business of the Thrift Shop.

II. Maintenance and Safety.

- A.** The House Operations Committee shall be responsible for the maintenance of buildings and property.
- B.** Only licensed contractors shall be hired for major repairs and/or maintenance.
- C.** The buildings and grounds shall be maintained to assure safety including:
 - 1. Hallways and workspaces shall be kept clear of clutter.
 - 2. Sidewalks and parking lots shall be cleared in a timely manner.
- D.** Buildings and furnishings are to be kept clean and in good repair.

III. Security.

- A.** Buildings shall be locked, and alarm systems activated when not in use.
- B.** The House Operations Chair shall register the emergency contact list with the alarm company.
- C.** The House Operations Committee shall be responsible for training members on use of the alarm system.
- D.** Assistance League members who resign or leave shall return their keys to the House Operations Chair.
- E.** Indoor and outdoor security light systems shall be maintained.