

COOPER HOUSE GENERAL USE INFORMATION

Please help care for the Cooper House by noting the following information and procedures:

1. **PARKING-** Limited parking is available behind the Cooper House, with overflow parking available in the Community Bank lot. If you believe that you will have more than 15 cars, please let us know so that we can make appropriate parking arrangements prior to your arrival.
2. **SETUP AND CLEANUP-** Organizations are responsible for both setup and cleanup, leaving the house as they found it. You will be provided a cleanup checklist to remind you of your responsibilities.
3. **LIVING ROOM, DINING ROOM, AND PARLOR-** Please be respectful of the furniture, using placemats and coasters in order to avoid leaving rings or white spots. This is especially important on the dining room table. Coasters are dispersed throughout the rooms, with extras located in the top left drawer of the buffet. Placemats may be found in the middle drawer of the buffet. Used placemats should be placed on the kitchen table to be washed by Cooper Foundation staff. Please refrain from moving large pieces of furniture including the large table in the living room, the couch, and all dining room furniture. Contact a staff member if you have a special request.
4. **STAFF AVAILABILITY-** Staff are usually accessible in person or by phone should you need assistance. Normal business will be conducted during your stay, but staff will try not to disturb you.
5. **REFRESHMENTS AND SUPPLIES-** Organizations are responsible for providing refreshments, including coffee, condiments, and napkins. Dishes, glasses, and silverware are available for about twelve people. You may want to bring disposable items for larger numbers. If Cooper House items are used, please put used dishes in the dishwasher and run it on normal wash and air dry. Detergent may be found in the cabinet under the sink. The dishes will be unloaded at a later time.
6. **EQUIPMENT-** A screen, projector, TV, and DVD player are available by advanced request.
7. **RESTROOMS-** One restroom is available in the hallway on the first floor. Additional restrooms are available upstairs, but please inquire with staff before using them.
8. **KITCHEN-** The kitchen is equipped with an ice machine, oven, stove, refrigerator, microwave, toaster oven, small and large coffee pots, garbage disposal, and dishwasher. Pots, pans, and bakeware are not provided.
9. **GARBAGE-** If you have trash please put the bag in one of the gray City of Waco containers located near the ramp. Extra bags are in the closet in the butler's pantry.
10. **RECYCLING-** Please place all recyclables, except glass, in the labeled kitchen can or in the blue City of Waco container outside the back door. Glass may be placed on the screened in porch outside the kitchen door. Please do not put recyclable items in the garbage cans!
11. **CLEANUP CHECKLIST-** Please refer to the checklist as you prepare to leave the Cooper House.