

Assistance League® of Salt Lake City

Chapter House and Thrift on 33rd 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 on 33rd Building shall be used only for activities to conduct the business of the Thrift on 33rd.

II. Maintenance and Safety.

- A.** The House Operations Committee shall be responsible for the maintenance of buildings and property.
- B.** Only licensed and bonded 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 Chairman shall register the emergency contact list with the alarm company and the Alarm-User Permit shall be updated annually with the Sheriff's Department.
- C.** The House Operations Committee shall be responsible for training members on use of the alarm system.
- D.** Members vacating key-required positions shall return their keys to the House Operations Chairman.
- E.** Indoor and outdoor security light systems shall be maintained.