



Michael J. Mahaffey, D.M.D., M.S.
Specialist in Orthodontics for Children and Adults
268 South Peachtree Parkway
Peachtree City, Georgia 30269
Phone: 770-487-6439 • Fax: 770-487-7539
www.peachtreecitybraces.com

GUIDELINES FOR USING MAHAFFEY ORTHODONTICS COMMUNITY ROOM

1. Turn water switch on kitchen wall to ON when you arrive. This controls the water in both the bathrooms and the kitchen.
2. No alcohol beverages served or consumed on the property.
3. Room to be used for adult functions and adult supervised youth group meetings, such a Boy Scouts, Brownies, Church Groups, etc.
4. No smoking on the premises, inside or out, within 100 feet of the building.
5. Please do not put any tape/stick pins, etc. on the walls.
6. Please take all trash when you leave so as to avoid odors and/or bugs.
7. Please leave kitchen and all rooms as clean as you found them.
8. NEVER give out your pass code number.
9. Any changes to scheduled use of the room should be reported to Jackie at the office.
10. A cleaning fee could be charged if carpet, furniture, etc. are stained during your use.
11. Community room use is limited to the conference room, library, kitchen, and bathrooms. Any attempt to open doors to remaining office will sound alarm/police. Use of the room between the hours of 8am and 5pm are limited to the conference room, bathrooms, and kitchen.
12. Guests should be told to use the side entrance.
13. Audio visual equipment may be used. An instruction sheet is located in the room. Please turn OFF when you leave.
14. If you advertise your meeting in any way, please use the phrase "Community Room at Mahaffey Orthodontics" since we are not the sponsors of the event.
15. Please turn water switch on kitchen wall to OFF when you leave.
16. RESET the alarm when you leave.
17. Emergency Contact Numbers: Dr. Mahaffey 770-634-0552 – Jackie 404-543-8176