



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

GUIDELINES FOR USING MAHAFFEY ORTHODONTICS COMMUNITY ROOM

1. Turn water switch located on the kitchen wall to ON when you arrive. This controls the water in both the bathrooms and the kitchen.
2. No alcoholic beverages or food are to be served or consumed on the property without advance permission.
3. No unsupervised children/teen/youth meetings.
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 Janice at the office. Please let her know if you have any suggestions or encounter any problems. Call our office line 770-487-6439 or email Janice@peachtreecitybraces.com.
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 an alarm to the police. Use of the room between the hours of 8 am and 5 pm 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. Free WiFi available Hotspot Password is 1234567890.
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 the kitchen wall to OFF when you leave.**
16. **SET the alarm when you leave.**
17. Emergency Contact numbers: Janice 404-579-3064 or Dr. Mahaffey 770-634-0552.