

4. Club room. A place for special interest groups to hold their meetings.
5. Game rooms. Different rooms should be used for the quiet, semi-active, and active games.
6. Craft shop. The manual training room is generally used if the center is located in a school building.
7. Auditorium. For community night programs, assemblies, lectures, drama presentations and other gatherings.
8. Drama work shop. It is desirable to have such a shop if possible. If not, the stage facilities in the auditorium may be used.
9. Gymnasium. To be used for games of all sorts and for social gatherings.
10. Showers and locker space. For persons taking part in physical activities.
11. Toilets. Should be located in suitable places.
12. Office. Should be in a place where all the traffic in the building can be watched in order to maintain control at all times.

#### INSPECTION OF FACILITIES:

It must be remembered that all facilities in which WPA workers carry on project activities must be inspected, prior to occupancy, by the Safety Division of the W.P.A. Requests for inspection service should be directed to the State Supervisor of Recreation, who will arrange for the inspection. Regular inspection should be made by the recreation supervisor for all facilities where WPA workers are employed and where public groups are meeting as to standards of health, safety, sanitation, and attractiveness.

#### CARE OF FACILITIES, EQUIPMENT AND SUPPLIES:

Every effort must be made by the Recreation Supervisors and workers to use good sound business administration in the use and care of the community center. If school buildings are used, it is necessary that each room be restored to the original arrangement as used by the school. These facilities should be thoroughly cleaned and re-arranged. It is suggested that all supplies be stored away in a safe place.

#### THE ADMINISTRATION OF COMMUNITY RECREATION PROGRAMS

##### RESPONSIBILITIES OF RECREATION SUPERVISORS:

1. Administrative responsibility to the Work Projects Administration:
  - A. It is essential that there be strict adherence to administrative procedures as established for the W.P.A. and the Recreation program.
  - B. It is essential that there be a cooperative attitude toward all other operating projects in other divisions of the W.P.A.
2. Responsibility of the Supervisor to the project workers:
  - A. To acquaint the workers with the rules and regulations and to adapt the supervision to the policies and procedures.