

Community Center Renter Checklist

Please be sure to complete this checklist prior to leaving the facility on your rental day.

- _____ Wipe down tables and chairs; put back on to racks and place back into storage areas
- _____ Remove all decorations, equipment, tape, and other items brought into the Community Center
- _____ Remove all garbage and place into the dumpster located outside the kitchen door.
- _____ Put new garbage bags into the empty garbage cans. A roll of garbage bags should be in the kitchen for use.
- _____ Wipe down kitchen counters, appliances, sinks, and the bar area if used.
- _____ Sweep all floors and mop up spills. Brooms and mops may be found in the janitor's closet between the restrooms.
- _____ Turn off the walk-in cooler and leave the door open, if used.
- _____ Turn off all of the lights.
- _____ Check all doors to ensure they are locked up before leaving.
- _____ If a physical key was given, place into the utility drop box just outside the front doors on the exterior wall.

*** All cleaning must be done the same day as rental ***