

Close-up / Check-out / Check-list

In order to keep Rental rates as low as possible, your Community Center will appreciate you do the following where applicable!

Initial Below

All Rooms

- All decorations removed from walls, ceiling, doors, windows, etc. _____
- Tables and chairs returned to order. See maps on wall _____
- Tables cleared and wiped clean _____
- All floors swept, wet mopped and carpet vacuumed. All floor utensils provided in side room off main dining room _____
- Turn off heater/air conditioners. _____
- Turn off all lights, INCLUDING bathrooms _____
- Close and lock all outside doors. _____

Kitchen

- Clean all counters, tables and buffet/serving counter. Clean and wipe all sinks. _____
- Clean stove top and ovens _____
- No food is to be left in the refrigerator or the kitchen areas _____
- All trash placed in dumpster. Key located in prep kitchen area on side wall _____
- Floors to be swept and wet mopped. Brooms and mops located in side room off main dining room. _____

Bathrooms

- Clean all toilets and urinals _____
- Rinse sinks and wipe down counter tops _____
- Empty and take out all trash in stalls and at sink areas _____
- Sweep and wet mop floors _____
- Turn off all lights _____

Parking Lot

- Parking lot should be policed and any trash related to your event picked up and placed in dumpster _____

ALL ITEMS ON THIS LIST MUST BE COMPLETED (CHECKED AND INITIALED) IN ORDER TO BE REFUNDED YOUR DEPOSIT.