

RENTER'S CHECKLIST

- WASH TABLES & CHAIRS** before returning to the north storage room. **STACK CHAIRS EIGHT HIGH - CHAIRS FIT BETTER IN STORAGE AREA WHEN STACKED EIGHT HIGH!**
 - ✓ *Please place chairs in two rows along the south wall of the storage room.*
 - ✓ *Please place tables in appropriate carts along the north wall of the storage room.*
- SWEEP/DUST ALL TILED FLOORS USED FOR YOUR EVENT**
- LARGE SPILLS and/or heavily soiled areas on any tiled floor must be damp mopped with hot, clear water**
- VACUUM CARPETED AREAS USED (including stage) & RUGS**
- PLEASE REMOVE ALL GARBAGE IMMEDIATELY FOLLOWING THE END OF YOUR EVENT - PLACE IN DUMPSTER LOCATED BEHIND THE BUILDING**
- BATHROOMS - MAKE SURE ALL TOILETS ARE FLUSHED & GARBAGE REMOVED (including women's sanitary disposals) BEFORE LEAVING**
- CLEAN KITCHEN - WIPE COUNTERS, UNLOAD DISHWASHER, CLEAN COFFEE MAKER, LEAVE USED DISH CLOTHS AND DISH TOWELS IN A SINK. PLEASE DO NOT LEAVE ANYTHING IN THE REFRIGERATORS OR OVENS!**
- TURN OFF & UNPLUG SOUND SYSTEM - LOCK SOUND SYSTEM CABINET**
- LOCK ALL EXTERIOR DOORS, NORTH STORAGE ROOM & MECHANICAL ROOM**
 - PLEASE DO NOT REMOVE ANY COMMUNITY CENTER PROPERTY FROM THE BUILDING *i.e. tables, chairs, roasters, dishes, kitchen utensils etc.*
 - RETURN BUILDING KEYS TO THE CITY OFFICE LOCATED AT 508 MAIN AVENUE - TELEPHONE # 785.3602 - OFFICE HOURS - MONDAY THRU FRIDAY - 9:00 AM UNTIL 2:00 PM
 - If used, return laptop computer to the City Office