

## **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 (north side) of the building
- BATHROOMS
  - Make sure all toilets are flushed & garbage removed before leaving
  - (including women's sanitary disposals)
- 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 & return key to key box located in the mechanical room
- 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 - 8:00 AM UNTIL 3:00 PM
  - If used, return laptop computer to the City Office