Checklist for Community Center Rental

THE COMMUNITY CENTER IS A SMOKE FREE BUILDING!

There are cleaning supplies, buckets, garbage bags etc. available in the tall pantry in the kitchen for your use.

	1.	No kegs or bar set-up on the carpet please. Keep food & drink on the tile and hard surfaces and away from the carpeted areas and conference room.
	2.	Tables and chairs need to be washed off and put away neatly in the storage closet.
	3.	Wipe all counters off and clean out sinks.
	4.	Sweep kitchen/bathroom floors, wipe up if necessary, and vacuum carpet. Please remove any stains on the carpet.
	5.	Pick up any debris that is left outside (cans, cigarette butts etc.)
	6.	All Garbage must be bagged and put in large Trash Can provided.
	7.	Take all food with you.
	8.	Take all beverages with you, you can leave ice in freezer if need be.
	9.	All doors need to be locked and all lights turned off when you leave.
	10.	Please drop the key & this checklist in the clerk's box.
	11.	If there is any damage to the building, carpet, tables etc., or the building is not cleaned properly, the individual renting the hall will be billed the total expenses incurred by the township for cleaning and/or repairs.

Initial each item in left column. When completed, sign & date below and leave with key in clerk's box on wall by office.

_____ _____ _____

Print Name Signature Date

Comments:

Maintenance needed: