

CHECKLIST FOR TOWN HALL RENTAL

PLEASE MAKE SURE TO COMPLETE THE FOLLOWING BEFORE LEAVING:

- WIPE DOWN TABLES AND CHAIRS
- WIPE DOWN COUNTERTOPS AND MICROWAVE IN THE KITCHENETTE
- REMOVE ALL OF YOUR FOOD FROM THE REFRIGERATOR/FREEZER
- REMOVE/SWEEP UP ANY DECORATIONS
- RETURN TABLES & CHAIRS TO THE STORAGE RACKS
- SWEEP FLOOR, (MOP IS AVAILABLE ALSO IN BROOM CLOSET)
PLEASE PICK-UP WHATEVER IS SWEEPED UP & THROW OUT WITH THE GARBAGE – DUST PAN IS IN BROOM CLOSET
- BE SURE TOILETS ARE FLUSHED IN BATHROOMS
- TAKE ALL GARBAGE OUT OF BUILDING TO DUMPSTER
LOCATED IN BACK OF BUILDING BY REAR NORTH SIDE OF
PARKING LOT & PUT CLEAN GARBAGE BAGS IN CANS (MORE
ARE LOCATED IN THE LOWER LEFT CABINET)
- TURN OFF ALL APPLIANCES & LIGHTS
- MAKE SURE ALL WINDOWS ARE CLOSED AND LOCKED

PLEASE KEEP IN MIND THAT YOU ARE RESPONSIBLE FOR THE FOLLOWING:

- BRINGING DISH TOWELS, DISH SOAP & DISH CLOTHS
IF YOU PLAN TO WASH YOUR DISHES
- BRINGING YOUR OWN COFFEE & CONDIMENTS
- BRINGING ANY SERVING UTENSILS INCLUDING
PLATES, CUPS, SILVERWARE, ETC. THAT YOU WILL NEED
- SETTING UP AND TAKING DOWN TABLES & CHAIRS