

COMMUNITY CENTER END OF DAY CHECK LIST
TO AVOID FORFEITURE OF DEPOSIT!

- Clean counters in kitchen/bathrooms
- Do not leave dishes/serving utensils on counter (put them away)
- Do not leave food/drinks/condiments in refrigerator
- Wipe up any spills in refrigerator
- SWEEP FLOOR AND MOP ANY & ALL SPILLS/MESS
- Take out all the trash to the dumpster in back of building
- Replace trash can liners with those provided
- If requested to leave out tables & chairs you must still clean under them!
- If putting tables and chairs up PLEASE PUT TABLES ON ONE SIDE OF THE STORAGE ROOM & CHAIRS ON THE OTHER SIDE (This is so meeting groups have easy access to the chairs and won't have to move racks of tables to get to them)
- Please make sure desk on platform has been wiped down
- Do not take office chairs off of platform
- Report if anything is damaged before/during your event
- TO AVOID FORFEITURE OF DEPOSIT: Designate someone to inspect bathrooms/kitchen/floors & completion of end of day checklist before locking up
- LEAVE KEY IN DROP BOX

If upon arrival for setting up your event you find the facility was not cleaned properly or something is broken, please document with pictures and report it to the clerk Mel Risner: office 269 664-4522 home 269 672-2324 or mrisnerogvclk@mei.net

PLEASE BE RESPECTFUL AND LEAVE COMMUNITY CENTER
CLEAN/READY FOR NEXT GROUP