

Community Center Check-Out Reminders

- Wipe off tables & chairs
- Return tables & chairs to the storage area
- Sweep floors
- Vacuum
- Clean the kitchen, if used
- Remove all personal items from the building
- Remove any tape from the walls, decorations, etc. that were used for the event
- Close all of the windows
- Remove all trash from the receptacles; make sure trash bags are securely tied and place them in the outside dumpster
- Turn off all of the lights
- Lock door(s)
- Make sure there is no rubbish, debris or cigarette butts in the parking lot
- Key must be returned to the Parks & Recreation Office by 5 p.m. the next business day