

## COMMUNITY CENTER CHECKOUT LIST

Check off the bullets below as you complete the tasks and return this signed form to Village Hall with the key to avoid forfeiture of the security deposit. The amounts listed behind each item indicate the fee for not completing the specific task. THANK YOU!

- REMOVE DECORATIONS and ALL OTHER ITEMS YOU BROUGHT **(\$25)**
- WIPE OFF TABLES and STACK CHAIRS ON CARTS AND PUT AWAY **(\$25)**
- SWEEP FLOOR and PUT DIRT IN GARBAGE **(\$25)**
- MOP FLOOR IF NECESSARY or SPOT MOP ANY SPILLS (Brooms and mops are located across from the drinking fountain, north of the women's bathroom) **(\$50)**
- PICK UP ANY TRASH FROM THE BALCONY **(\$25)**
- CLEAN KITCHEN: WIPE STOVE, COUNTER, SINK, and REFRIGERATOR SPILLS. TAKE WITH YOU ALL FOOD and DISHES YOU BROUGHT (Cleaning supplies are located above the kitchen sink) **(\$25)**
- CLEAN BATHROOMS: PICK UP TRASH, RINSE SINKS (Cleaning supplies are located above the kitchen sink) **(\$25)**
- TAKE OUT TRASH and RECYCLABLES and PUT NEW BAGS IN BINS. (Dumpsters are located north of the building, near asphalt path. Trash bags located above the kitchen sink) **(\$75)**
- RE-SET THERMOSTAT TO 60 DEGREES IN THE WINTER and 68 DEGREES IN THE SUMMER **(\$25)**
- CLOSE ALL WINDOWS, TURN OFF ALL LIGHTS AND LOCK ALL DOORS **(\$25)**
- RETURN KEY TO VILLAGE HALL WITH THIS FORM **(Failure to return the key immediately will result in a \$25 charge)**

I acknowledge that I completed the tasks as indicated above.

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Signature

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Date