

COMMUNITY ROOM CLEANLINESS CHECKLIST

Please confirm that you have done the following before returning the key to the Town Clerk's Office:

___ Inspect the premises upon arrival and again before you leave

___ Clean the kitchen and leave it in the order in which it was found (if used)

***Please note if you place ice in freezer or food in the refrigerator that you must remove it before you leave.**

___ Sweep the floors in the Community Room (you must bring a broom and dust pan)

___ Remove garbage (carry in/carry out)

___ Bathroom is to be inspected and cleaned up if needed.

___ Turn off lights

___ Lock doors

Statement of Use:

I _____ am leaving the Community Room in
(Please PRINT your name)

the same condition as it was found prior to my/our use (cleaned and prepared for the next user).

Signed, _____

PLEASE RETURN THIS SIGNED CHECKLIST ALONG WITH THE KEY TO THE TOWN CLERK'S WINDOW BEFORE YOU LEAVE. THIS FORM MUST BE RETURNED TO BE GIVEN A CLEANING DEPOSIT REFUND.