

COMMUNITY CENTER ALL PURPOSE GYM CHECKLIST

Name/Organization: _____

Date of use: _____ Time of use: _____

Please check off the items prior to closing the GYM:

_____ Put all tables & chairs away (unless arrangements are made with another group to leave them out).

_____ (If used) AV cart-equipment to be put away in the table/chair storage room, power off on all equipment, main power box off, long rug & cord rolled up and put in storage.

_____ Spot mop any areas in need.

_____ Sweep the floor.

_____ Take garbage to the dumpster, located outside the loading dock door. Replacement bags are in the janitor's closet.

We appreciate that you keep our gym clean. Failure may result in an additional fee or a denial for your future use. This building belongs to you. Help us take care of it!

Thank you.
Richland Center Parks and Recreation Department

I have read and checked off the above check list doing the above duties.

Signature of Person(s) Responsible