

COMMUNITY CENTER MEETING ROOM CHECKLIST

Name/Organization: _____

Date of use: _____ Time of use: _____

Please check off the items prior to closing the MEETING ROOM(S):

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

_____ (If used) AV equipment to be turned off, Screen to be put up & button left in neutral position.

_____ Vacuum floor (spot clean any spills, see product list in janitor's closet).

_____ Lock all doors.

_____ 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 meeting rooms 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