

COMMUNITY CENTER KITCHEN RENTAL CHECKLIST

Name/Organization: _____

Date of use: _____

Time of use: _____

Please check off the items prior to closing the Kitchen:

- _____ Wash out refrigerators, stoves, and microwave.
- _____ Wash and put away all kitchen utensils.
- _____ Wash counters and clean sinks.
- _____ Sweep floor.
- _____ Take garbage to dumpster outside loading dock door.

We appreciate that you keep our kitchen 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