

## COMMUNITY CENTER RENTAL DAY CHECKLIST

### Upon Arrival

- ✓ Caretaker opens the building between 7am and 8am in the morning the day of your rental (unless you have made other arrangements). No keys will be provided to renters.
- ✓ Check the set up of the tables and chairs in the meeting room (hall)
- ✓ Check the bathrooms and kitchen to make sure that you have been supplied with paper towels and toilet paper. If you have not, please contact our caretaker at 814-355-2674.
- ✓ Check the refrigerators and stoves
- ✓ The heat and air conditioning will be set for you. PLEASE DO NOT TOUCH THE THERMOSTATS.

### Upon Departure

- ✓ Remove all items from the refrigerators including any unused ice from the freezers.
- ✓ Turn off the stoves and remove any pots and pans from the ovens and stove tops
- ✓ Clean all dishes, silverware, countertops and other items used the belong to Boggs Township and place back in their proper storage area.
- ✓ Sweep and mop the Kitchen, Bathroom and Meeting Room (Hall)
- ✓ Take all garbage will you (out of the Kitchen, Bathroom and Hall)
- ✓ Put the tables and chairs back in their original position in the Meeting Room (Hall) as they were in when you arrived.
- ✓ Close the doors and turn off all lights.