

# Taylor's Falls Memorial Community Center Renter's Check-off List

Name on application: \_\_\_\_\_

Date of Community Center use: \_\_\_\_\_

- Windows closed & locked
- Sweep floor in hallway & kitchen (dust mop)
- Sweep main floor
- Mop all floors if necessary
- Shake out carpets
- Empty all garbage cans (dumpster is located south side of building)
- All food removed from refrigerator, freezer & cupboards - The City is not be responsible for items left at the Community Center
- Ovens, microwave oven and coffee pots cleaned
- All utensils, plates, cups washed and returned to proper area
- Chairs and tables wiped down and returned to their proper storage area (chairs in rack, tables where you found them)
- Check for tape and decorations on walls & fixtures
- Bathroom's cleaned & mopped (if necessary)
- Turn thermostat to 62° in winter/ 75° in summer
- All lights turned off
- Lock all doors- there have been instances where the renter leaves and has not double checked to be sure the door is actually latched - PLEASE DOUBLE CHECK THE LOCKS!
- Return key with this completed form to City Hall (or water/sewer payment box) within 24 hours

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Date of key return

Signature