

Senior Center Rental Checklist

- Clean the Senior Center in a way that it is ready for your inspection and ready for the next rental.
- Check the bathrooms to be sure they are clean.
- Clean the tables and chairs. Put them back the way you found them. If you use the extra chairs in the hall, put them back. (It may help to take a photo of the way the room is arranged before you rearrange it for your event.)
- Clean the floor. The broom and dust pan are between the wall and the freezer next to the kitchen.
- The trash must be taken out to the trash bin located to the north of the Senior Center and just west of City Hall. It has a fence around it and is accessible.
- Turn out all lights in the Senior Center and make sure you have all your belongings.
- If you signed out a key card, drop it in the Library book drop located on the front porch of the Library.
- Take pictures with your phone before/after your event. This will show us that you cleaned up and put things back in the order the way they were when you arrived. Sometimes there are multiple rentals in a weekend.

Do not take any food/drinks out of the Senior's refrigerators (you will forfeit your deposit) Your key card must be returned right after your rental to be eligible for a refund.