



TOWN OF CHAPIN

COMMUNITY FACILITY POST-RENTAL CHECKLIST

PLEASE COMPLETE AFTER YOUR EVENT AND LEAVE AT THE FRONT DESK.

Kitchen

- All catering equipment, food, drink, trash, etc. is removed from the kitchen. And Kitchen was cleaned.
- All stove range knobs are turned off. *(Ensure they are completely off to avoid gas leaking.)*
- All trash removed from the kitchen and placed in the dumpster outside.
- Lights in Kitchen are turned off.

Bathrooms

- Bathrooms were checked for damages and straightened up.
 - Any found? Report here:

Community Room

- If used*, microphones are turned off and placed back into the drawer on the stage cart.
- If used*, Projector was turned off.
- All trash removed from Community Room and placed in the dumpster outside.
- Lights are turned off.
- Side doors are locked. *(twist bolt)*

General

- All trash, both inside and outside (check picnic area if used), has been collected and disposed of in the dumpster outside.
- All food droppings, spills, and other accidents were cleaned up immediately.
 - If any occurred, where were they?

- Lights in Lobby are turned off (three button switch on wall beside fire alarm).

Renter Signature: _____ Date: _____

Leave completed form on the front desk counter.

Make sure the front doors are completely shut before leaving the premises.

Failure to complete any of the tasks above may result in the withholding of your deposit, whether in full or partially, regardless of the completion of this form.