

## CHECKLIST for CLEANUP

### **Thanks for Renting the Samish Island Community Center!**

#### **Before your Event:**

- \_\_\_ Check the hall a day ahead to determine what you might need that's not there. Bathroom supplies, kitchen supplies, etc. Set up tables, chairs you need for your event the night before, if the hall is not rented that night.
- \_\_\_ Turn on the heat about an hour before the event to get the building warm. The furnace thermostat is to the left of the fireplace.

#### **After Your Event:**

- \_\_\_ Clean sinks, counters, stovetop, bathroom. Sweep floors and clean up all spills. Try to leave it clean for the next rental.
- \_\_\_ Bag up your garbage in the black drawstring bags, and haul them away after your event. There is no garbage pickup at hall.
- \_\_\_ If you use the hall tablecloths, please launder and return within two days to the hall rental person.
- \_\_\_ Load dishwasher, add detergent, and start the wash cycle before leaving the hall.
- \_\_\_ Put away all dishes & equipment (except those being washed in the dishwasher), as marked on the photos in the hall photo-folder.
- \_\_\_ Stack chairs 9 or 10 high and use the chair dolly to move most of them back to the storage room. Put tables in the racks in the storage room. It is nice to leave one round table out with some Chairs around it for the next group.
- \_\_\_ Remove all your own items from the refrigerator; leave what you found there when you arrived please.
- \_\_\_ Inspect for any damage, obvious marks on walls, etc. Mention them to the hall rental person when you return the key.
- \_\_\_ Vacate the hall by 12:00 midnight, after turning off music by 11 p.m. The damage deposit will be forfeited if the music or party exceeds time allotments.
- \_\_\_ Turn down the heat to 50-degrees. Turn off the lights. Lock the hall. Return key, comments, tablecloths, to hall rental person within 24 hours after your rental.