

## Post-Event Checklist

Thank you for choosing The Community Room for your event. We trust your use of the facility was satisfactory.

Please use the following checklist to guide you as you complete your use of our building. We know you share the Fleetwood Fire Department's pride in having a facility like this available and will return it to us in top-notch shape!

\_\_\_\_\_ Make sure all lights are turned off. (This includes the main room, bathrooms and kitchen.)

\_\_\_\_\_ If food or drinks are served:

Unplug coffee pots

Remove unused food brought in for your event.

Remove all trash from your event - replace garbage bag. (Trash must be taken offsite.)

Use only Windex to clean the tables after use.

\_\_\_\_\_ Brooms, mops, and vacuum cleaner are located in the restroom. You are responsible for cleaning the areas you occupied.

\_\_\_\_\_ Place tables and chairs back in their original positions.

\_\_\_\_\_ Exiting procedures: Make sure everyone else has left the building. After lights are off, trash is removed, exit the side door. Check door to be sure lock is engaged.