

## Independent Community Center Closing Checklist

*Thank you for using the Independent Community Center! We hope that your event went well and that you will consider the Center for future events. Please ensure that the following tasks are completed prior to closing the building.*

- Sweep the floors and clean sinks and counters. Brooms, dustpan, mops, and basic cleaning supplies can be found in the kitchen and in the room to the right as you enter the building.
- Ensure that restrooms are clean.
- If used, turn off the stove and oven, and unplug any small electrical appliances.
- If used, turn off the furnace. **Please record total hours furnace is used\_\_\_\_\_**
- Remove items you placed in the refrigerator.
- Return tables and chairs to their original location.
- Close and lock all windows.
- Turn off lights and unplug any lights not controlled by a switch.
- Because there is no garbage pickup, please clean up and remove all waste resulting from your event before leaving the Center.
- Please leave things both inside and outside looking as good as or better than you found them when you arrived.
- Make sure both the back and front doors are locked, and return key to the lock box on the front porch. Please scramble the tumblers on the combination lock.

**Approximate number of people that attended your event.** \_\_\_\_\_

*I acknowledge that the Closing Checklist tasks have been accomplished.*

\_\_\_\_\_  
*Renter signature*

\_\_\_\_\_  
*Date*

***Please leave this checklist in box on the counter separating the kitchen from Main Hall before you leave.***

The cleaning/security deposit will be refunded following completion of the Closing Checklist and determination by an ICC representative that: (1) The Independent Community Center was cleaned appropriately and has been left in good condition; (2) There was no damage to property or neighboring properties; and (3) There were no other violations to the rental agreement. *Any violations of the rental agreement will result in a full forfeiture of the security deposit.*

***Comments are welcome:*** *Please tell us how we can improve your experience of using the Independent Community Center. Use back of page if necessary.*

***Donations to the ICC for ongoing building maintenance and operating costs will be greatly appreciated!***

*Revised 04-09-2023*