

**PRINCETON COMMUNITY CENTER  
CLEAN-UP CHECK LIST**

**PLEASE COMPLETE AND PLACE IN CHECK LIST BASKET ON KITCHEN COUNTER  
THIS CHECK LIST MUST BE FILLED OUT, SIGNED AND TURNED IN BEFORE  
YOUR REFUND IS PROCESSED**

Please Initial Each Task Completed. All tasks must be completed and check list signed and turned in to process refund.

\_\_\_ WIPE DOWN ALL TABLES AND CHAIRS USED FOR YOUR EVENT

\_\_\_ STACK AND PUT AWAY TABLES AND CHAIRS USED IN YOUR EVENT (DO NOT STACK TABLES BETWEEN FRONT WINDOWS AND FENCE AND DO NOT LEAVE CHAIR RACK IN MIDDLE OF ROOM)

\_\_\_ SWEEP/DRY MOP ALL TILE FLOORS

\_\_\_ CLEAN UP ANY SPLILLS WITH SPONGE MOP

\_\_\_ CLEAN KITCHEN, REMOVE ALL FOOD AND DEPOSIT GARBAGE IN DUMPSTER ON SOUTH SIDE OF BUILDING (TO UNLOCK DUMPSTER: REMOVE PADLOCK, PULL YELLOW LEVER TOWARDS YOU AND PULL DOWN ON TOP BAR)

\_\_\_ CLEAN STOVE, COUNTERTOPS AND SINKS

\_\_\_ CLEAN AND REPLACE ALL UTENSILS USED

\_\_\_ REMOVE ALL FOOD ITEMS ON COUNTER AND IN THE REFRIDGERATOR

\_\_\_ REMOVE ALL DECORATIONS, TAPE, SIGNS (INTERIOR AND EXTERIOR)

\_\_\_ REMOVE ALL PERSONAL BELONGINGS, COATS, BAGS, ETC

\_\_\_ CHECK ALL FANS LEFT ON AND ALL LIGHTS ARE TO BE TURNED OFF INCLUDING BATHROOMS

\_\_\_ MAKE SURE ALL DOORS AND WINDOWS ARE CLOSED AND LOCKED AFTER YOUR EVENT

\_\_\_ LEAVE RENTAL KEY IN DROP BOX LOCATED AT CITY HALL AT FRONT DOOR

IF ANY OF THESE ITEMS ARE NOT COMPLETED, OR IF THERE IS ANY DAMAGE TO THE BUILDING OR CONTENTS OF THE BUILDING, YOUR DEPOSIT WILL NOT BE REFUNDED. IN CASE OF DAMAGE: IF REPAIR COSTS ARE LESS THAN YOUR DEPOSIT, WE WILL RETURN THE REMAINDER AFTER REPAIRS. IF REPAIR COSTS ARE MORE THAN YOUR DEPOSIT YOU WILL BE EXPECTED TO PAY THE DIFFERENCE. YOU WILL BE RESPONSIBLE FOR ANY MISSING COMMUNITY CENTER PROPERTY, SUCH AS, BUT NOT LIMITED TO, COFFEE POTS, SLOW COOKERS, UTENSILS, DISHWARE, PICTURES, CHAIRS, TABLES, ETC...

I ACCEPT THE ABOVE CONDITIONS AND HAVE COMPLETED THE ABOVE CHECK LIST (PLEASE INITIAL ALL ITEMS AS COMPLETED).

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE