



Check List at the end of your event or Party

- _____ Check that all inside and outside doors are locked
- _____ Heat turned down to 60
- _____ Garbage picked up and taken to the dumpster
- _____ All chairs and tables must be wiped down and dried before they are restored to their original location
- _____ Check that all lights are out
- _____ Floor swept up (Broom is in closet)
- _____ Front Gate chain must be reinstalled when leaving grounds