



DON WINKLER, MAYOR  
 CATHY KIRKPATRICK, CLERK TREASURER  
 DARRELL WILSON, COUNCIL AT LARGE  
 JOSEPH CARPENTER, WARD 1  
 FERMAN YEARBY, WARD 2  
 DONNA LASHLEY, WARD 3  
 CONNIE HARGIS, WARD 4

\*\*\*RENTER'S COPY\*\*\*

## COMMUNITY BUILDING CHECKLIST

NAME OF RENTER: \_\_\_\_\_

DATE OF RENTAL: \_\_\_\_\_

**CHECK ITEMS BELOW WHEN COMPLETE:**

- TRASH TAKEN TO BIN  
(THE BIN IS LOCATED AT THE TOP OF THE HILL BEHIND THE COMMUNITY BUILDING) \_\_\_\_\_
- TABLES WIPED OFF & PUT AWAY \_\_\_\_\_
- CHAIRS PUT AWAY \_\_\_\_\_
- KITCHEN CLEANED \_\_\_\_\_
- FLOOR SWEEPED \_\_\_\_\_
- FLOOR MOPPED \_\_\_\_\_
- REMOVE DECORATIONS  
(INCLUDES ALL TAPE & ADHESIVE, ETC) \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE & PHONE NUMBER OF RENTER

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

BUILDING SHOULD BE CLEANED THE DAY OF THE EVENT UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.

PLEASE LEAVE THIS PAPER ON THE COUNTER IN THE KITCHEN AFTER COMPLETED!