

Facilitator:	Event Da	ate:
F	EVENT CHECKLIST	
Decorating guidelines, and cleaning your damage deposit. Ret	g checklist MUST be followed/c urn completed form to designate	
Please help us take care of our table you to count them when you are sett in the storage room/mop closet and r Damage to tables and/or chairs is o	ing up. If you find anything wro nake note on the bottom of this s	ng (broken or weak) place them heet.
Damaged items:		
White Tables	Chairs	WCC Initials
White Tables	Chairs	Renter Initials
NOTES: Regarding Tables/Chairs rental:	s, or anything that we should be	e aware of regarding your
		Over for Cleaning Checklist

CLEANING CHECKLIST

MAIN ROOM	
YES NO	All chairs and tables have been cleaned and placed back on racks.
	All trash cans have been emptied.
<u>KITCHEN</u>	
	All trash cans have been emptied.
	All countertops have been cleaned.
	No items have been left in refrigerator and/or freezer.
BATHROOMS	
	All trash cans have been emptied.
MISCELLANEOUS	
	All trash must be removed from the premises (center and outside grounds) and placed in dumpster. Key to dumpster is located in the mop closet. Please lock the dumpster and return key to the closet after use.
	Parking lot must be picked up of any litter from event.
	All AC/Heating units have been set to 80 for air conditioning or 68 for heat
	All doors are locked.
	All personal items have been removed.
	All lights have been turned out.
DATE/TIME:	INSPECTED BY: COMMENTS: (WCC USE ONLY)