

Check List for Return of Deposit
Edward C. Garvey Recreation Facility

***** You must complete this form each time you use the Recreation Facility *****

Hall

- All tables washed. Tables and chairs returned to carriers. ☐
- All tables and chairs to be stacked along the back wall of the hall. ☐
- Access Card returned to Parks & Rec. Dept ☐
- Please do not drag tables and/or chairs. This causes damage to floor. ☐
- Please do not sit on tables. ☐
- Floor is swept and dirt picked up. Do not sweep down floor vents. ☐
- Heat turned down to 62 degrees. Air conditioning and fans turned OFF. ☐
- All windows shut and locked. ☐
- All trash is removed from premises, including all food and decorations. ☐
- Bags are to be put in dumpster. Lock dumpster and return key. ☐
- All lights are to be turned off and doors locked and alarm set when leaving. ☐

Rest Rooms

- Floors clear of paper and debris. Wastebaskets emptied. ☐
- Toilets flushed and not running. Sinks clear of debris. ☐

- **Please note below any problems encountered, damage to premises, etc.**

Circle Area(s) Used: **Hall** **Kitchen** **Field** **Parking Lot**

Group Using Hall _____ **Contact Person** _____

Home/Cell #'s for contact person _____

Date Used _____ **Time In:** _____ **Time Out:** _____ **Signature:** _____

Failure to adhere to the above conditions may result in retention of your deposit and denial of future requests to use the Recreation Facility. Please be considerate and respectful of this building and to all who share this building. Thank You.

NOTE: Keep this form until the date of your event. At the conclusion of your event go through list and check off. You will be instructed to leave this sheet at the facility once your event has concluded.