

City Hall

City of Bogart

125 Main St.

(770) 725 - 7386



P.O. Box 206

(770) 725-5988 Fax

Bogart, GA 30622

Community Center Check out Responsibilities

Please review and complete each task. Check off each item on the list once completed and sign at the bottom prior to returning this form to Bogart City Hall along with the key to the facility. Upon satisfactory inspection by the City, your cash key deposit will be returned. Failure to satisfactorily complete these items will result in a cleaning fee being withheld from your deposit.

- 1. **Wipe off seats of chairs and table tops** []
- 2. **Fold Chairs and place (standing up) in the Cadies** []
(Please do not shove more chairs than will fit in each Caddie)
- 3. **Carefully fold table legs. Place tables within the Caddies.** []
Please check braces prior to folding legs and to not stack tables higher than the Caddie railings.
- 4. **Remove all Food/Ice/Beverages from refrigerator and freezer** []
- 5. **Remove all food from the stove and microwave** []
- 6. **Wipe off all spills and residue from shelves, counter, stove and microwave** []
- 7. **Clean counters and sinks in restroom areas** []
- 8. **Remove all of your events decorations, signs, etc. from the center on** []
both the inside and outside of the building and along the City's Right of Way. This includes balloons tied to sign posts, directions and signs.
- 9. **Sweep and Mop the floors.** Do not "spot mop". Use a "wet mop" or "damp mop" []
solution in water. Avoid mopping with dirty or extremely hot water. Please do not pour water in sinks or toilets. Mop water should be dumped outside behind the building.
- 10. **Empty all trash cans and reline with bags.** All garbage should be removed []
from the Premises- no trash shall remain following your event.
- 11. **Turn off the Heat/Air Conditioner at the Thermostat.** []
- 12. **Turn off all Ceiling Fans at the light switch** []
- 13. **Ensure that side doors are closed and locked.** []
- 14. **Ensure the front side door is locked with slide bolt locks on both the** []
top and bottom secured.
- 15. **Turn off all interior lights, including the kitchen, restroom, supply closed and main room.** []
- 16. **Leave the exterior lights on for security purposes. Lock the front door handle** []
and deadbolt locks as you leave.

I have fully complied with the rules and regulations of the Bogart Community Center, and have completed each item listed above.

Signature of Responsible Party

Date