

City Hall

City of Bogart

125 Main St.

(770) 725 - 7386



P.O. Box 206

(770) 725-5988 Fax

Bogart, GA 30622

Agricultural Building 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. **Stack Chairs and return to the storage closet** []
(Please do not place more than 8 chairs in each stack.)
- 3. **Carefully fold table legs. Place tables in storage closet.** []
(carefully lean the tables together along the wall in the closet)
- 4. **Remove all Food/Ice/Beverages from refrigerator and freezer** []
- 5. **Remove all food from the microwave and toaster** []
- 6. **Wipe off all spills and residue from shelves, counter, and microwave** []
- 7. **Clean counters and sinks in restroom areas** []
- 8. **Remove all of your events decorations, signs, etc. from the building on** []
both the inside and outside of the building and along the City's Right of Way. This includes balloons tied to sign posts.
- 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. **Adjust the thermostat for the Heat to 64 in winter and Air Conditioner** []
to 74 in summer. []
- 12. **Ensure that all doors are locked and closed.**
- 13. **Turn off all interior lights.** []
Leave the exterior lights on for security purposes.

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

Signature of Responsible Party

Date