

**\*PLEASE DO THE FOLLOWING PRIOR TO LEAVING THE  
COMMUNITY BUILDING\***

- ❖ WIPE OFF TABLES AND CHAIRS
- ❖ PUT CHAIRS UP
- ❖ EMPTY TRASH & REPLACE BAGS
- ❖ CHECK BATHROOMS FOR CLEANLINESS (SINKS,  
TOILETS AND EMPTY TRASH)
- ❖ WIPE OUT MICROWAVE (IF USED)
- ❖ SWEEP AND MOP
- ❖ WASH USED DISHES
- ❖ WIPE COUNTERS
- ❖ IN SUMMER- TURN A/C ON 72
- ❖ IN WINTER-TURN HEAT ON 68
- ❖ TURN OFF LIGHTS & CEILING FANS

**By 9:00 PM the premises shall be returned to its original condition. At closing, a representative of the Township will inspect the premises for cleanliness. If cleaning by the Township is necessary, you will be billed at the sum of \$15.00 per hour.**