

TOWN OF BINGHAMTON COMMUNITY CENTER

ALL TABLES AND CHAIRS ARE TO BE RETURNED TO THE STORAGE AREA UPON COMPLETION OF EVENT.

THIS FORM MUST BE COMPLETED AND SIGNED BY KEY HOLDER AND/OR EVENT COORDINATOR.
(FAILURE TO COMPLY MAY RESULT IN FORFEITURE OF SECURITY DEPOSIT AND PRIVILEGES)

Check off each item as it is completed:

- Stove top, oven, microwave, and coffee pot have been cleaned inside and out.
(Coffee pot is unplugged)
- Grill top has been scraped and cleaned.
(Brick for scrubbing is above grill)
- Empty and clean trays under the stove top and grill top.
(Trays slide out from underneath grill)
- Refrigerator is empty and free of stains, spills and all food/drink items.
- All dishes, pots, pans and flatware are washed and put away.
- Sinks are free of stains and food particles.
- All counter tops have been wiped clean and food particles have been removed.
- All appliances are in working order.
- All tables have been wiped clean.
(No sticky surfaces, stains, etc.)
- No food or drink is left anywhere in the Community Center.
- All decorations are removed.
(No taping, tacking, or stapling on walls or ceiling)
- No doors, walls, furniture, equipment or structure damage.
(No chairs or tables are to be taken outside)
- All trash has been removed and placed in the outside dumpster.
(Replace trash bags)
- Toilets have been flushed.
(You do not need to remove waste paper from bathrooms)
- All floors have been swept and wet mopped if needed.
- Facility is completely clean.
- Lights are turned off in all inside rooms and outside parking lot.

LEAVE FORM ON KITCHEN COUNTER (ADD YOUR COMMENTS OR SUGGESTIONS ON BACK).

Contact Person (Print)

Signature

Date

***We hope that your use of the Town of Binghamton Community Center
added to the pleasure of your event. Thank you!***