

CLEANING: RESTORE THE COMMUNITY CENTER TO THE WAY YOU FOUND IT!

- (1) Wash off tables and chairs as necessary before replacing them on the racks and/or in the designated storerooms.
- (2) Take trash out to double dumpster outside of the east auditorium door.
- (3) If using the portable stage for your event, return it to the designated storeroom. Dollies are in storeroom #7 for easier handling of the stage sections.
- (4) Pick up the trash off the auditorium floor but do not sweep, dry mop or wet mop the floor. You do not need to vacuum the carpets either.
- (5) Rules for cleaning the kitchen are posted in the kitchen.
- (6) Pick up all cans, bottles and trash outside of the building. The entire front of the building and sidewalk should be left presentable for the next renter.

- BEFORE YOU LEAVE:**
- (1) Turn off all lights--be sure to check restrooms.
 - (2) Make sure all doors (side, back, overhead and both sets of front doors) are securely locked from the outside.
 - (3) Turn the thermostats in the small meeting room and bar/lounge to 60 degrees in the fall, winter and spring and to 80 degrees in the summer.

- STOREROOMS:**
- #1 Community Library/Senior Citizens (small room)
 - #2 Stores older tables, chairs, high chairs and booster seats (small room)
 - #3 Custodial room stores cleaning supplies, brooms, mops, etc. (small room)
 - #4 Phase 1 furnace room. The P.A. System controls and microphone are also in this room. (south wall-auditorium)
 - #5 Legion Post 556 storeroom (southwest wall-auditorium)
 - #6 Storage room for the bar.
 - #7 Phase 2 furnace room -stores stage sections and podium. (northwest wall-auditorium)
 - #8 City of Wood Lake, Community Club, and TOPS
 - #9 Double door storeroom for tables and chairs on racks. (north wall-auditorium)
 - #10 Electrical room for very old chairs (to be used only when necessary) (off storeroom #9)

GENERAL RULES: Nothing will be loaned out of the kitchen for private use. Local businesses, churches and organizations may borrow items from the kitchen for gatherings sponsored by them in their place of business. (SEE KITCHEN APPLIANCE FEE). The older tables and chairs may also be borrowed by the above-mentioned entities. The oldest chairs in room #10 may be borrowed by private parties. The fiberglass tables are NOT to leave the building.

**ALL EVENING ACTIVITIES MUST END BY 1 A.M.
YOUTH ACTIVITIES MUST BE CHAPERONED BY ADULTS.**

**MAKE CHECKS PAYABLE TO: CITY OF WOOD LAKE
TWO SEPARATE CHECKS - ONE FOR RENTAL AND ONE FOR DAMAGE DEPOSIT**