

SHARPSBURG COMMUNITY CENTER CHECKLIST



ALL SUPPLIES SUCH AS TABLECLOTHS, GLASSES, DISHWARE, SILVERWARE, PAPER TOWELS, TRASH BAGS, and SPRAY CLEANSER MUST BE PROVIDED BY THE RENTER. PRIOR TO LEAVING THE BUILDING THE FOLLOWING ITEMS MUST BE COMPLETED.

NOTE: If the Community Center is not left according to agreement, we will forfeit the whole amount of the deposit.

_____ If the building is not clean or you see damage **when you enter, please take pictures** and email to aobridgescc@sharpsburg-ga.gov **immediately. DO NOT WAIT TO SEND PICTURES. WE NEED THESE AS SOON AS YOU WALK IN (PRIOR TO YOUR RESERVATION) OR YOU COULD BE CHARGED FOR THE DAMAGE. You will need to take pictures of the facility before you leave to assure that you leave the facility clean and secure the return of your deposit.**

_____ Spray and **clean tables** and **countertops** in kitchen and remove your items from refrigerator. Wipe the **refrigerator** down on the inside and outside. Wipe the **stoves/ovens** and **microwaves** down inside and out. If you spill something on the walls, wipe it off.

_____ Clean all tables and chairs. Return all tables and chairs to the proper place in which you found them. **DO NOT** put all the chairs in the storage room outside.

_____ Please remove all bags of ice from the freezer after your event.

_____ **Sweep** floors (do not sweep debris into the storage room or out the door, use dustpan and broom). Brooms and dustpans are in the storage area.

_____ **Mop** the floors in its entirety. The bucket and mop are in the utility room.

_____ Make sure that the bins that contain feminine hygiene disposal bags are free of any trash and hygiene products.

_____ If there is any graffiti found inside the Community Center or in the parking lot you will forfeit your **ENTIRE** Deposit.

_____ Empty trash & **replace liners** in **restrooms and kitchen**. The kitchen requires a 55-gallon trash bag, the restrooms require a regular kitchen size bag. The commercial

SHARPSBURG COMMUNITY CENTER CHECKLIST



dumpster is outside behind the exterior restrooms. Do not place trash on the ground or in any other containers.

_____ Turn off all lights.

_____ Turn thermostats to 69° in the winter when you leave and 77° in the summer when you leave.

_____ **Place Credential Card in the RED mailbox, next to Town Hall door. Failure to return the Credential Card will result in a \$25.00 deduction from**

_____ Pick up all cigarette butts, cans, bottles and trash out of the parking lot and grounds.

_____ When using the trash bins, you **MUST remove them and put ALL garbage bags in the Dumpster.**

_____ Close the dumpster lid and doors for the safety of children and any animals that may be trapped.

_____ The parking lot area must be litter free of any wrappers, cigarette butts or any decorations.

By signing this form, I understand that my deposit will be held if these items are not completed upon leaving the facility.

Signature

Date

Revised: 07/01/2025