

MOUNTAIN VIEW COMMUNITY CENTER
BUILDING EXIT CHECK LIST

Please use this checklist as you prepare to exit the building. Completing this checklist will help determine how much of your security deposit will be refunded to you, as well as whether the building will be available to you for future use.

- _____ **When you leave, please set the thermostats to 55 degrees in the winter and turn the AC off in the summer.**
- _____ Make sure all toilets are flushed and that the faucets are turned off.
- _____ Sweep all areas that were used including restrooms. Vacuum rug if community room was used. Wipe up any spills from tile floors.
- _____ If food is served, wash and wipe clean all countertops, tables, stove tops and ovens.
- _____ If any dishes, coffee maker, etc. are used, please wash and return to their original place.
- _____ Make sure all windows are closed and locked.
- _____ Make sure all outside doors are locked.
- _____ Remove any food or beverage items that you may have brought into the building.
- _____ Bag and remove any trash that you created while using the building.
- _____ Make sure that you have returned any tables, chairs, toys, etc. back to their storage area.
- _____ Turn off all lights in the building.

Please remember that users of the Community Center are responsible for any damages due to negligence or abuse.

IMPORTANT

IF YOU PLAN ON USING THE KITCHEN, PLEASE BRING YOUR OWN TOWELS, DISH SOAP, SCRUBBING PADS, ETC., AS WE DO NOT PROVIDE THEM. TWO LARGE TRASH BAGS ARE SUPPLIED FOR TRASH REMOVAL. IF YOU ANTICIPATE NEEDING MORE, PLEASE BRING SOME WITH YOU.