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WILLOW STREET LIONS CLUB COMMUNITY BUILDING

BUILDING CLOSING INSTRUCTIONS FOR RENTER

- Clean tables and chairs before putting them in storage
- Clean areas used in the kitchen including countertops, sink, coffee makers, microwaves, and refrigerators
- Clean any spills as needed in the gathering room and kitchen
- Sweep and dry mop floor in the gathering room and kitchen
- Remove trash bags from the building and place them in the dumpster
- NOTE- Please pop all balloons before placing in dumpster
- Check outside areas around the building for trash
- Remove all decorations and displays inside and outside the building

The building is to be cleaned and vacated by:_____.

Thank you for using our facility. Please report any problems to your Lions Club Community Building representative.

Contact Person:

Name:_____

Phone:_____

Emergency numbers are posted on the bulletin board in the back hallway if needed.

Please sign and confirm that all closing instructions have been completed and leave a copy for the Lions Club Community Building representative.

Renters Signature

Date

WSLC Representative