

Punch List for Renters

- Sweep floors after event
- Remove all garbage and place in dumpster in parking lot
- Break down tables
- Stack chairs
- Close all windows
- Turn off all lights, fans/air conditioner (if applicable)
- Last one leaving building, when no staff member is on site, you must make sure all outer doors are locked.
- If using Teen Center, wash all dishes and wipe down tables
- Store all items used by your group
- Please Note: The Center is not responsible for Lost and Found items.