*KEEP THIS PAGE FOR YOUR REFERENCE*

**WILLOW STREET LIONS CLUB COMMUNITY BUILDING**

**BUILDING CLOSING INSTRUCTIONS**

* **Clean tables and chairs before putting them in storage**
* **Clean any areas used in the kitchen including counter, sink, microwave, and refrigerators**
* **Clean any spills as needed**
* **Sweep and dry mop floor in gathering room and kitchen**
* **Remove trash bags from the building and place them in the 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**