

EUPORA CIVIC EVENT CENTER

Check-Out Requirements



Required facility cleaning at conclusion of event includes (if applicable):

- All tables and chairs, used by renter, must be thoroughly wiped, and cleaned. Return tables and chairs to storage closet.
- Empty all trashcans and place trash bags in dumpster. If the dumpster is full, please place trash bags next to dumpster.
- Breakdown all boxes before disposing.
- All Leftover food must be removed, and property disposed of from refrigerator and freezer.
- Oven and burners turned off.
- All counters and sinks must be wiped clean.
- Stove and microwave wiped of spills.
- Kitchen floor swept and mopped.
- Dust mop floor in main room. DO NOT WET MOP. If spills occur, please wipe up immediately.
- All trash and litter removed from bathrooms, lobby, outside community center, and parking lot.

BEFORE YOU LEAVE

- Be sure everyone is out of the building.
- Turn off all lights; emergency lights will remain on.
- Thermostats must be set back to the original setting as found.
- Close and lock all doors.

We appreciate your cooperation in maintaining the Eupora Civic Event Center

After Hours Number: 662-258-2291

All marked items have been completed.

Printed Name (User)

Signature (User)

City of Eupora – Authorized Employee

Please notify the City of Eupora staff of any problems or damage that you may have incurred during your event prior to leaving the facility.

Usual and customary cleaning of the facility is included in your rental agreement facility rate. Any additional cleaning needed or physical damage to the property, as a result of your event, (i.e., removal of trash, etc.) will be retained from your Security Deposit.

Cleaning supplies and trash bags are located under the sink