

**THIS PAGE IS YOURS TO KEEP FOR REFERENCE**

***Waldorf Community Center***

**CHECKLIST OF THINGS WE ASK OF YOU...**(Please leave it as you found it.)

**Return all signed Contracts to:**

Waldorf City Hall, PO BOX 55, Waldorf, MN 56091

507.239.2248 Phone / 507.239.0179 Fax

**1) KITCHEN AREA**

NO cooking outside of the kitchen area.

Clean countertops, sinks, stoves and refrigerators. After washing dishes, please put back into drawer/cupboard.

Please wipe out the sinks to prevent spotting. Leave all wet towels and rags on the counter.

Management will wash them. Take all leftovers and personal belongings with you when you leave.

Sweep floors and rugs clean of large messes. Brooms are in the "Private" room.

**2) BATHROOMS**

Check bathrooms for any running water or toilets running. Take all personal items with you.

**3) BAR AREA**

If you used this area, please leave it as you found it.

**4) DECORATIONS**

NO tape on the walls...only use FUN TAK.

NO Nails or screws are allowed in the walls or ceiling.

NO open flames other than candles.

Remove all of your decorations.

**5) MAIN AREA**

Clean up big messes. There are brooms in the "Private" Room.

Your deposit will not be returned if the Community Center is left a mess.

**6) TABLES / CHAIRS**

You may leave up 9 Tables.

DO NOT drag the tables, CARRY them.

Chairs go onto the chair racks and all must go back into the storage room.

**7) THERMOSTATS**

**When in use, adjust the thermostats to your liking. When done and ready to leave:**

See notes above individual thermostates for temperature settings

**8) DOORS & WINDOWS**

Make sure all are locked.

**9) GARBAGE**

Take all garbage out to the dumpster, located outside the back door.

Garbage bags are in the "Private" Room in the labeled box.

**10) NO's...**

NO Glass bottles or glasses are allowed.

NO Aerosol cans of any kind.

**11) FLOORS**

Do not leave black marks on the floor.

**12) KEYS**

Keys maybe picked up/dropped off at MinnWest Bank or Papa Olie's Bar and Grill

whatever has been decided at time of booking your reservation.

**13) DO...REPORT ANYTHING THAT IS BROKEN! Leave a note on the Kitchen counter or contact The Waldorf City Hall.**

**Remember to take all of your personal belongings with you and**

**Thank You for using The Waldorf Community Center for your event.**