

**AFTER EVENT CHECKLIST
USED FOR RETURN OF THE SECURITY DEPOSIT
Kure Beach Community Center**

Event Date and Times _____

Lessee/Name of Person or Organization _____

INSTRUCTIONS: Check off each item and **SIGN WHERE INDICATED**. This completed form is to be left on the kitchen counter when you leave. Cleaning supplies such as mops, broom, plastic bags and cleaning liquids are located in the unlocked storage closet on the mirror side of the room.

- 1. Floors swept (no crumbs, sand, debris, paper) and/or wet mopped (no spills or stains).
- 2. Tables are wiped clean after use (no spills, stains, or debris).
- 3. Tables and chairs replaced as found or put away in proper storage area.
- 4. If used, the kitchen area, including counters, sink, stove and coffee maker are clean.
- 5. All trash bags are carried to the outside garbage cans, and new plastic bags are placed on the inside trash cans.
- 6. Bathrooms left in clean condition.
- 7. No evidence of tape, adhesives, tacks, fasteners that marred a surface of the walls, furniture, mirrors, etc.
- 8. Thermostats reset to non-use settings: 50 in winter, 70 in summer
- 9. All lights turned off (inside and outside).
- 10. No evidence of abuse inside or outside.
- Entry doors in locked position (custodial responsibility)

Signed by _____ Date _____
Lessee

TO BE COMPLETED BY THE CUSTODIAN AFTER THE EVENT:

_____ Recommend return of security deposit _____ Do NOT recommend return of security deposit

Custodian

Committee Rep

Town Clerk

Date Deposit returned _____

Date of Forfeiture letter _____ w/copy of custodian's checklist attached