

Bovill Community Center

Cleaning Checklist

**PLEASE MAKE SURE ALL THESE THINGS ARE
DONE BEFORE LEAVING**

- UTENSILS WASHED & PUT AWAY**
- DISHWASHER EMPTIED**
- COUNTERS WASHED OFF**
- FLOOR SWEEP/MOPPED**
- GARBAGE TO OUTSIDE CANS**
- ALL APPLIANCES TURNED OFF**
- HEAT TURNED TO 55**
- TABLES WIPED OFF**
- CHAIRS STACKED**
- ALL LIGHTS TURNED OFF**
- MAKE SURE BOTH DOORS ARE LOCKED**

THANK YOU

The following equipment is available at no additional cost: tables, chairs, coffee pot, and dishes.

- Requests for equipment use must be submitted to City Hall.
- For extended requests that may affect the schedule, please consult with City Hall.
- Vendor groups are required to pay a full-day fee of \$50.00.
- Groups are responsible for cleanup and any damages, charged at replacement cost.
- This is a non-smoking facility, and pets are not permitted (service animals only).
- Alcohol consumption is permitted under the following conditions:
 - A catering permit must be approved by the city.

Alcoholic beverages must be served in a designated area supervised by catering staff.