

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 WIPE 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. (TV)
- 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 (with proof)**).
- 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 & away from any and all under aged minors