

**Village of Muir  
Community Room  
Clean-Up Checklist**

**Name of Renter:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Date of Use:** \_\_\_\_\_

**COMMUNITY ROOM MAIN ROOM:**

- \_\_\_\_\_ Wash all tables and chairs
- \_\_\_\_\_ Return tables and chairs to their original positions
- \_\_\_\_\_ Make sure kitchen area is cleaned
- \_\_\_\_\_ Make sure all food brought in is removed from the refrigerator before leaving
- \_\_\_\_\_ Empty trash containers

**BATHROOMS:**

- \_\_\_\_\_ Check for cleanliness

**GENERAL:**

- \_\_\_\_\_ Remove all decorations
- \_\_\_\_\_ Remove all non-village items from premises
- \_\_\_\_\_ Remove all trash from premises
- \_\_\_\_\_ Turn off all lights
- \_\_\_\_\_ Lock all exterior doors. **MAKE SURE THE DEADBOLT ON THE BACK DOUBLE DOORS IS LATCHED AND THE DOOR HANDLE IS LOCKED BEFORE LEAVING.**