++ Key issued to you will only open the back door of the Community Room ++

Your access to the Community Room is limited to the date you have it reserved.

Smith County Chamber of Commerce

Community Room Cleaning Check List

Please ensure the following tasks are completed after your event:

1. **TRASH REMOVED FROM ALL TRASH CANS AND BAGS REPLACED WITH NEW BAGS** (provided). **Please take your trash with you** upon leaving and deposit at the nearest convenience site in the county. We appreciate your cooperation)
2. **ALL TABLETOPS ARE WIPED DOWN AND STAINS REMOVED**
3. **TABLES AND CHAIRS SET UP AGAIN AS SHOWN IN THE PHOTOS**
4. **EXTRA TABLES AND CHAIRS PLACED IN THE STORAGE CLOSET. TABLES STACKED NEATLY AND CHAIRS STACKED ON THE RACKS AS SHOWN IN PHOTOS**
5. **BATHROOMS CHECKED AND CLEANED IF NEEDED**
6. **NO FOOD LEFT IN THE REFRIGERATOR, FREEZER OR ON THE KITCHEN COUNTER**
7. **KITCHEN COUNTERS AND SINKS WIPED CLEAN**
8. **ALL FLOORS SWEPT AND/OR MOPPED - STAINS AND SHOE MARKS REMOVED**
9. **FRONT AND BACK PORCH SWEPT AND TRASH PICKED UP**
10. **BLINDS HAVE BEEN CLOSED**
11. **DOUBLE DOORS LEADING TO FRONT PORCH AND SINGLE SIDE DOOR LEADING TO THE PARKING LOT ARE CLOSED, LOCKED AND SECURE**
12. **THERMOSTAT SET TO APPROPRIATE SETTING BEFORE LEAVING** (SUMMER 80°- WINTER 65°)
13. **NO CLOTHING OR OTHER ITEMS LEFT ON THE COAT RACK**
14. **KEY LEFT IN BOX ON KITCHEN COUNTER**
15. **DOOR LOCKED BEHIND YOU UPON LEAVING**

Do NOT use tacks, nails, staples, pins or tape to place anything on the walls or ceilings.

***** PLEASE DO NOT USE ADHESIVE OF ANY KIND ON WALLS AS IT WILL REMOVE PAINT *****

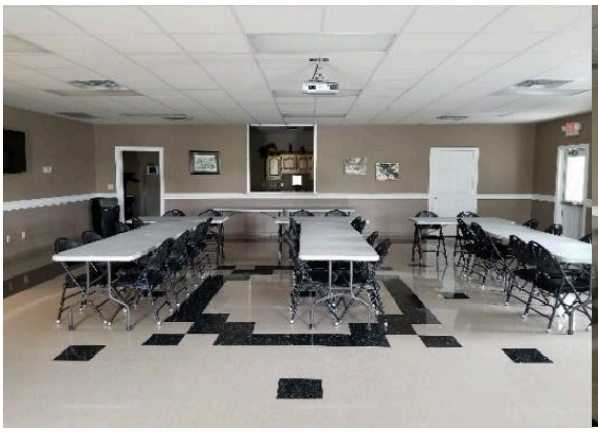
Do NOT use confetti, glitter, rice or birdseed inside the building.

Do NOT remove curtains or blinds from windows, artwork or pictures from walls.

Do NOT use any table or chair that is missing protective pieces on its legs.

Do NOT drag chairs or tables across the floor.

Room size is 32' x 36' **20 tables - 60" x 32" each** **+/- 85 folding chairs**



After your event, sweep/mop floor and return tables & chairs to the setup shown above.

Extra tables and chairs are to be stacked neatly in the storage room as shown above.