

## Arrowsmith Community Center Facility Check List

The Village of Arrowsmith would like to welcome you to our Community Center and ask that you review the following items and insure that they are completed prior to, and at the conclusion of your use of the center. These items help ensure the safety and comfort of you and your guests while you are in the building and assist us with the upkeep and maintenance of our facility. A guest Wi-Fi connection is available in the building for your use. The Wi-Fi is VoA-guest and the password is **VoAguest**.

We ask that at the conclusion of your event that you leave the facility in the condition you found it. This helps us to continue to be able to provide its use for our community and rentals and to do so at an affordable price.

### **Before your activities begin within the building please insure the following:**

- Insure that chains are removed from both exit doors at the east end of the gymnasium.
- Adjust heating or cooling to the desired temperature
- Insure appropriate accesses are unlocked for your guests
- Notify village officials of any damaged equipment or building maintenance issues
- Familiarize yourself with all exits and fire extinguisher locations
- Turn on all required lighting (bathrooms, hallway, gymnasium etc.)
- ***Reminder that Smoking and Alcohol are NOT permitted on the premises***

### **At the completion of your event please ensure that the following have been done:**

- Remove all food and drink from the building
- Empty garbage created by your event and place it in the outside receptacle
- Clean up any spills on the floors (mops and brooms are available in the janitors closet) (code 1150)
- Wipe down table tops and clean up any spills on flat surfaces
- Remove decorations and ensure that all tape has been removed from the walls and doors
- Sweep up any crumbs, dirt or other items that may have been deposited during your event (a vacuum is available in the janitors closet and brooms are in the hall just off the kitchen)
- Set heating and cooling back to the original setting (72 in summer/68 in the winter)
- Replace the chains on the gymnasium doors at the east end
- Turn off all lights (please remember the bathrooms)
- Ensure that all doors are closed and locked
- Notify the village if any equipment or if the building was damaged during your event
- If provided return any keys to the village

### **If the kitchen has been utilized during your rental:**

- Remove all food or drink from the kitchen you may have brought with you
- Ensure dishes, appliances and utensils used during your event have been cleaned and returned to their location
- Clean up spills or any food or drink residue from counters, floors and appliances
- Empty garbage and place in the outside receptacle

**Leaving the facility dirty or damaged will result in the forfeiture of part or all your deposit.**