

COPPEROPOLIS COMMUNITY CENTER

Important Instructions to Renters

Armory Rental Checklist

1. Kitchen Area

- a. Countertops and sinks cleaned
- b. Stove and ovens turned off and cleaned
- c. Bag your garbage and take it with you**
- d. Clean and put back coffee pots and other equipment you use
- e. Please provide your own eating utensils or table service
- f. Damp Mop the floors

2. Dinning Room

- a. Be sure the tables in the dinning room are returned to the dinning room
- b. Clean the tables and floors
- c. Make sure all chairs are in place

3. Armory Hall Area

- a. All table tops wiped clean
- b. All table and chairs returned properly to their storage racks. None to remain un-racked.**
- c. Floors swept and cleaned
- d. Bar area cleaned including bar top

4. Restrooms

- a. Sinks cleaned and waste baskets emptied
- b. Leave bathrooms clean

5. Departure Checklist

- a. Turn off all ceiling fans. (switches located next to front doors)
- b. Turn off heaters in dinning room and armory hall if used (thermostats located on wall below the heaters)
- c. Turn off swamp coolers if used (switch located next to front door)
- d. Turn off all lights INCLUDING Parking Lot
- e. Be sure all doors are locked. (do not lock glass front doors from the inside)
- f. Be sure the garbage is bagged and REMOVED**

6. While using the armory, please supervise your guests. **DO NOT ALLOW CHILDREN TO PLAY WITH THE PIANO.**

- 7. Please make two checks payable to the Copperopolis Community Center. One for the non- Refundable donation and one for the deposit. The check for the deposit will be returned to the renter if we find the building clean and in satisfactory condition.