

Ridge Manor Community Center Renter's Checklist

- Wash table tops and chairs before putting them away. See the chart on the inside of the door to the storage room for proper storage.
- Wash countertops, range top, floor and sinks in kitchen- if used
- Place trash in dumpster.
- Sweep and mop floor.
- Remove any trash and debris in outside entrance & parking lot.
- Turn off all lights, fans, range & ovens.
- Lock all doors - **EACH DOUBLE DOOR LOCKS SEPARATELY.**
- Place key for facility in the drop box on wall outside front door.
- If tables & chairs in the west wing are moved - they must be put back **EXACTLY** as they were.