

BEFORE YOU LEAVE:

Office use only

security deposit check number_____

_____ security deposit returned/destroyed

_____ security deposit not returned Reason:

Condition of space after:

Property Manager signature_____date_____

Updated 1/2025

Complete this checklist and leave it on the counter in the meeting room.

_____ Floors, counters, tables, chairs, etc are clean and put away. Please leave the hall as you found it.

(There are brooms and garbage bags in the kitchen by the sink)

_____ All food items are removed. (The Town is NOT responsible for any items left at the Hall.)

_____ Empty trash into one big can and take it out to the dumpster. Replace the bag. (Check bathrooms, kitchen and rooms used)

_____ All water at faucets is off

_____ All lights off

_____ All doors are closed and locked

THANK YOU

Renter Signature_____date_____