

Thank you for renting the **Tremont Community Center**. Many hours of volunteer work and community funds were needed to complete this building. And as a “Community” center, we all must do our part as renters to take care of it. The objective from the beginning was to build a center we could all be proud of and enjoy for years to come.

In addition to your rental fee, a deposit was collected. This deposit is a refundable deposit if all the following criteria are met and final inspection is made.

- Empty all garbage and take out to dumpster. Replace garbage can liners
- Dust mop floors / Wet mop any spills
- Wipe off tables / Push in chairs (Position tables as found)
- Wash all used kitchenware and return to proper place
- Wipe off countertops and sinks
- Place used towels and rags in provided basket
- Remove all items from refrigerator and freezer and wipe out if necessary
- Flush toilets

* Mops and brooms are located in the utility closet

Please sign this checklist and return with key to the Village Hall.

Signature

Date of Rental