

Tilden Public Library Lied Auditorium After Function Check List

EVENT NAME: _____

DATE: _____

Please perform and check off the following procedures after your event. Upon completion sign this Check List at the bottom and leave inside the auditorium or kitchen area.

- Tables / chairs wiped down from stains, spills, crumbs, and returned to closet
- Projector cart and/or podium unplugged (if used) and put away
- Decorations / displays along with any tacks, pins and tape are removed
- Floor is cleaned of large spills and swept of debris
- If kitchen is used: dishes, utensils, etc are cleaned and returned to their locations
- Kitchen counters, stove top and floor are cleaned.
- Used and dirty dish towels placed into basket next to refrigerator
- If stove is used: make sure oven/stove are turned off
- ALL food & beverages (including Ice) are removed from refrigerator / freezer
- Trash and waste are cleared, placed in garbage bags and disposed of.
Please don't overfill the large garbage bags. Any bags that do not fit into the outside trash containers should be taken and disposed of at the city dumpsters.
- Restrooms: make sure toilets are flushed, restrooms fairly clean. **(Restroom lights are automatic)**
- AC/Heat thermostat in auditorium is turned to the **OFF** setting
- Auditorium and back entry doors are locked from the inside using wrench tool provided
- Turn auditorium overhead, screen and wall lights completely off (DO NOT just dim them)
- Leave the keys in the kitchen unless other arrangements have been made
- Turn off kitchen lights

I have completed the check list procedures.

Contact Person

Contact's Signature

Date

Thank you