



**Community Center
Checklist
Public Works and
Community Development Department**

City of Montgomery, Texas
101 Old Plantersville Road
Montgomery, Texas 77356
www.historicmontgomerytexas.com

The checklist below is a general guideline for individuals who have reserved the City of Montgomery Community Center. Please **DO NOT** place or hang anything on the walls. **A deposit will not be returned** until this checklist has been filled out, returned and verified by a city staff member. Each item not completed will result in a **\$50 deduction** from your deposit. **YOU MUST PROVIDE YOUR OWN CLEANING SUPPLIES! MOPS AND BROOMS PROVIDED.**

Description	Applicant (Initial)	Staff (Initial)	Staff Only: Description of Work Needing to be Performed
Chairs & tables put up 75 chairs in stacks of 5 & 10 tables against the wall.			
Swept & mopped? You MUST do both.			
Kitchen cleaned? Counters, floor, sink, fridge			
Plates & dishes removed from facility?			
Bathroom Toilets & Sinks Cleaned, Floors swept & mopped.			
ALL decorations removed			
Garbage changed? Take trash to dumpster & lock it.			
Thermostat returned to original state			
<u>ALL</u> doors locked? Lock front door & the 3 back doors. DO NOT LOCK INTERIOR DOOR BETWEEN BATHROOM & MAIN AREA!			

***** Thermostat settings: Fan must be set back to auto, system set to auto, heat temperature returned to a setting of 65 degrees and cool temperature returned to a setting of 75 degrees**

I am acknowledging that I have returned the Community Center to the same state I rented the facility:

Applicant

Date

City Staff (Verified Site)

Date