

## Closing Checklist for Community Room

Name of Group or Individual:

Event:

Date and Time of Event:

Number of people in attendance (for statistical reports)

adults:

young adults:

children:

I/We have performed the required tasks to close the meeting room upon conclusion of the event, including:

\_\_\_\_\_ returned all furnishings, equipment, materials and signs to their proper locations

\_\_\_\_\_ removed all trash/garbage from the Library premises

\_\_\_\_\_ wiped down table and counter surfaces, sink, equipment and appliances as needed; swept floors as needed; tightened faucets in bathroom and kitchenette

\_\_\_\_\_ closed and locked all doors and windows

\_\_\_\_\_ turned off lights, equipment and appliances

Signature of group representative or individual:

Telephone number of group representative or individual:

Departure time:

Comments:

**Please place key (if used), checklist and payment if applicable (checks may be made out to Town of Buckland Library Donation Account) in large sealed manila envelope. Place in book drop before leaving premises.  
Thank you for supporting the Buckland Public Library!**