

**OSWEGO COMMUNITY CENTER CHECKLIST
FOR WEDDING PARTIES**

Renters Name: _____
 Date Rented: _____
 Time Frame Rented: (Circle One) 08:00am-10:00pm or w/add'l \$25.00 fee 08:00am-01:00am
 Rooms Rented: (Circle One or More) Kitchen - West - Kitchenette - East - Complete Hall

PLEASE NOTE: THE REFUND OF YOUR DEPOSIT IS DEPENDENT UPON THE FOLLOWING ITEMS:

HEAT/ AIR UNITS

DO NOT TURN OFF THERMOSTAT

Please make sure that you turn the A/C or Heat Thermostats to the following degrees:

Heat to 65	
Air to 75	

PERSONAL ITEMS

ALL personal items MUST be removed, including decorations, tape, hooks, etc.	
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KITCHEN

All service ware, dishes, pots and pans, cooking utensils, etc. washed, dried and put away.	
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LIGHTS (security lights will remain on automatically)

Shut-off	
Table/Chair Storage Closets (leave on for safety)	

DOORS

All Must Be Locked	
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Please refer to the RULES and REGULATIONS for details on the Renter's cleaning responsibilities.

ALL OTHER CLEAN-UP WILL BE DONE BY CITY OF OSWEGO JANITORIAL STAFF

JANITORS (Complete this section)

DAMAGES - List Specifics/ Pictures

EXCESSIVE CLEANING

TOTAL Number of HOURS Cleaning: _____

HOURS OVER 15 DUE TO: (check all that apply)

Extra Large Party/ Extra Tables & Chairs: _____

Re-Waxing or Buffing Floors: _____

Cleaning Bathroom (Walls, Stalls, etc.): _____

Kitchen Items Not Cleaned or Put Away: _____

OTHER:
