

**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

Be sure all have been removed	
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Kitchen

All service ware, dishes, pots and pans, cooking utensils 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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**ALL OTHER CLEAN-UP IS INCLUDED IN THE RENTAL AND WILL BE
ACCOMPLISHED BY CITY OF OSWEGO JANITORIAL STAFF**

Damages

List Specifics-Pictures

Comments

