

Terry Community Center Clean-Up Procedures

Do not place tape, thumbtacks, etc. on walls of building and do not tie balloons to any permanent structure of the building.

All chairs and tables properly placed in the appropriate area (Please Do Not Drag Chairs or Tables)

All trash removed from kitchen, main area, foyer, restrooms and placed in dumpster (Behind Building).

Kitchen area cleaned completely.

Bathrooms cleaned completely.

All floors swept, mopped, cleaned completely (Mops and cleaning supplies are in storage cabinet in Men's restroom).

Microwave and warmer cleaned.

Refrigerator Cleaned.

Remove all belongings.

Reset Air Conditioner thermostats at 73 degrees (If using heat, set at 68 degrees).

Lock/Secure all exterior doors before leaving the facility.

Each one of these procedures MUST be finished no later than 12:00 AM

An Inspection of the facility will be performed
By a Town of Terry Employee Following your event.
Please ensure all tasks are
Complete No Later Than 12:00 a.m.

Failure to abide by the rules and clean-up procedures of the Facility will be grounds of forfeiture of your deposit.