

*Burgaw Community House*

**Before You Leave Check List**

The applicant must check the below items before leaving and return this list along with the key to Town Hall before deposit will be refunded.

- Oven and stove are off
- All faucets are off
- Gas logs in the fireplace are off (leave the pilot light on)
- All chairs and tables are put back on the racks in the back room
- All lights are off
- All personal materials used for decorating, serving, etc. have been taken out
- All trash is picked up and placed in the dumpster behind the building
- All windows and exterior doors are locked

The key and the check list should be placed in the envelope provided and put in the yellow drop box in the Town Hall parking lot immediately following the event.

**FAILURE TO DO SO WILL RESULT IN FORFEITURE OF YOUR DEPOSIT!**

I, the applicant, have checked the above items and the building was left the way it was when I arrived:

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Applicant Signature

Date