

Saguache Community Building Checklist

Title of event: _____ Date of event: _____

This checklist must be completed and returned to Saguache Town Hall after your event.
If an item does not apply to your event, please write N/A to the left of the check box.

Community Building address: 525 7th Street, Saguache, CO 81149

Town Hall address: PO Box 417, 504 San Juan Ave., Saguache, CO 81149

Phone: 719-655-2232

Fax: 719-655-2699

Email: deputyclerk@centurytel.net

Office hours of Town Hall: Monday through Friday, 8:00 am to 4:30 pm.

Before event:

- Waive Walk through of building OR Conduct one on _____
- Floor Plan submitted
- Pay Deposit and Rental, if applicable, at least one week prior to event
- Pay Cleaning fee at least one week prior to event
- If you must cancel give at least three days notice to receive a refund of fees
- Pick up Key on _____
- Bring EXTRA supplies: Toilet Paper, Paper Towels, Trash Bags
- DO NOT lift ceiling tiles to hang decorations. Use hangers already in place or tack them to the upholstered walls.

During event:

- Wipe up spills on tables and counters as they happen
- Clean up any spills and grease on kitchen floor
- Do not move tables

After event:

- Wipe down table tops and remove any tape
- Remove all decorations and items used to put up decorations, such as tape, pins, staples, wire, fishing line, etc.
- IF USED, clean and wipe down kitchen stove, counters, and sink
- Bathrooms checked and toilets flushed
- Garbage gathered from all rooms; bags tied and placed in covered porch area
- DO NOT ADJUST water heater temperature
- Thermostat turned down to 60 degrees if heat is on
- Turn off all lights in building – security lights remain on
- IF USED, extension cords left in/at _____ as Public Works instructed.
- IF USED, coffee pot washed out and all cords left in/at _____ as Public Works instructed.
- IF USED, PA System left in/at _____ as Public Works instructed.
- Lock up building
- Return key to Town Hall (put through mail slot in the door or deliver in person during working hours on next business day)

I have reviewed the checklist and have completed the items as marked.

Signature: _____ Date: _____