

Town of Pine Plains
P.O. Box 955
7775 S. Main St.
Pine Plains, NY 12567



Community Center Check-list for Renters

The applicant assumes all responsibility for any damage to furnishings, equipment or property. Applicant must be in attendance at all times.

If damage occurs, the applicant will be held responsible for the cost of fixing or replacing, in addition to the loss of deposit.

CHECKLIST	
<input type="checkbox"/>	All decorations must be removed. This includes all pieces of tape.
<input type="checkbox"/>	All chairs should be stacked and put away.
<input type="checkbox"/>	All tables should be wiped down and put away.
<input type="checkbox"/>	Kitchen area should be cleaned.
<input type="checkbox"/>	Refrigerator should be emptied and all spills cleaned.
<input type="checkbox"/>	Floor should be free of all garbage and paper.
<input type="checkbox"/>	Bathrooms checked and toilets flushed.
<input type="checkbox"/>	All garbage is to be taken with you when you leave.
<input type="checkbox"/>	Floors to be swept.
<input type="checkbox"/>	Upon leaving, lights must be turned off and doors must be locked.
<input type="checkbox"/>	Key must be returned to the (Town Hall) Supervisors Office the following business day.
<input type="checkbox"/>	Deposit will be returned to the applicant provided the areas used are properly cleaned and everything is left in the manner in which it was found.