

**BAILEY'S GROVE
COMMUNITY CENTER
EXIT CHECKLIST**

Please complete the tasks listed below before vacating the Community Center. The fee listed will be deducted from your security deposit for any task not completed.

BE SURE TO SIGN AND LEAVE THIS FORM WITH THE COMMUNITY CENTER KEY ON THE KITCHEN COUNTER.

Thank you.

<u>Completed</u>	<u>Task</u>	<u>Fee</u>
<input type="checkbox"/>	Basic Cleaning (see Community Center Rules #3, #5, #8 and #14)	\$ 25/hour
<input type="checkbox"/>	Take out the trash and reline trash receptacles	\$ 20
<input type="checkbox"/>	Turn off all lights	\$ 10
<input type="checkbox"/>	Close and lock all the windows and return blinds to uniformly open positions	\$ 10
<input type="checkbox"/>	Set the thermostat to its original setting: Heat – 66 Air conditioning – 78	\$ 20
<input type="checkbox"/>	Pre-lock front door and leave the key, with signed Exit Checklist, on kitchen counter	\$100
<input type="checkbox"/>	Vacate Center at the scheduled time	\$ 50

Renter's Name _____

Date _____

Total Fee Charged \$ _____