



*If you have any questions
or issues - please contact

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Madrid Community Building

Check List:

If the building is not left in clean condition you may lose part
or all of your deposit.

1. Turn down heat to 60 degrees.
2. Turn off all lights.
3. Lock all doors/Shut and lock windows.
4. Sweep, mop floors & vacuum entrance rugs
(mops, etc. located in storage room)
**Mop floors with warm water only/
Cleaner for floor is clearly marked.**
5. If using stove/oven use ventilation fans while in operation
Switch located next to the stove.
6. Clean kitchen counters, stove, refrig.
(cleaning supplies in storage room))
7. Place dirty dishcloths and towels in sink.
8. Put dishes /pans /etc. back in the proper location.
9. Ceiling fan switch is over the double doors inside dining hall.
10. Clean tables and chairs before putting away.
11. No sitting or standing on tables. (step ladder in storage room)
12. NO Tables or Chairs are to be taken out of building.
**Place tables back around outside walls, remaining tables placed
upside down on top. (stacked no more than 2 high)**
13. DO NOT BLOCK EXITS.
14. All chairs to be placed on carts.
15. Bathrooms: flush and clean toilets/urinals.
(supplies in storage room)
16. You are responsible for removing all your Garbage/Trash.
17. No rollerblades or skateboards in building.
18. No animals in building. (except service dogs)
- 19 Please take down any decorations outside at the end of your event
(signs, balloons, banners, etc.)
20. No Smoking in Community Building.
Smoking receptacle located outside front double doors.