

# Community Center Use Checklist

*\*\*for Encino Park Committees, Clubs, and Scout Groups*

*Please be considerate of neighbors during your events. If there is music, please keep the bay doors down. Park on paved areas only. Consume food and drinks inside the building and clean up spills and trash.*

- 🍏 Bag all trash and place filled bags in the dumpster behind the building.
- 🍏 Wipe Down and put away all tables and chairs. Stack chairs no more than 16 high per stack and keep the aisle of the storage closet free of any debris or obstacles.
- 🍏 Check doors from hallway to Bay. Ensure door is securely closed.
- 🍏 Close and lock all windows.
- 🍏 Turn Air Conditioner to 80 degrees and heater to 65 degrees as appropriate.
- 🍏 Check bathrooms. Be sure toilets are not running and turn sink faucets off so that no water is dripping. Turn lights off.
- 🍏 Check kitchen. If oven or cook top has been used be sure these are turned off. Check faucet for dripping water. Remove all items from the refrigerator and be sure the door is securely closed.
- 🍏 Remove all personal belongings and decorations.
- 🍏 Last, but not least, turn off lights, close the door behind you and lock the facility.

***Thank You!!!***