

# LBCC Checklist

**Please return this form signed and initialed along with the key for deposit refund. Refunds may take up to four weeks to be processed.**

Please use the space provided below to document the condition of the facility upon arrival.

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<b>LBCC Walk-Thru</b>	<b>User Initial</b>
Trash bagged and put into the shed, which is located in the parking lot. Add new liner to garbage container.	
Bathrooms cleaned and wiped down.	
Cleaning tools shall be stored in the closet located between the Men's and Women's Bathroom	
Additional tables and chairs must be stacked and returned to storage areas. See photos in the small meeting room closet for standard set-up. Please leave the room set-up.	
Kitchen Cleaned-including the removal of all food from counter & refrigerator after every use. Also, clean the oven and microwave after use	
Remove all personal decorations - Please do not tape signs to the glass doors	
Check exterior of barn for trash	
Floors cleared of all debris, swept, and dry mopped	
Winter: Thermostat is set to 68° <b>PLEASE DO NOT CHANGE</b>	
Summer: Air-conditioning is set to 75° (Small Room Only) <b>PLEASE DO NOT CHANGE</b>	
Leave the bathroom doors open when you leave the building	
All lights turned <b>OFF</b> including exterior lights. All ceiling fans turned <b>OFF</b>	
All stereo and speaker equipment including the microphone is returned to the closet in the small meeting room.	
All projector equipment is returned to the small meeting room closet. The projector and screen must be turned <b>OFF</b>	
Return key with this COMPLETED form to Town Hall (within 4 business days)	

NOTE: The Town of Hollis does NOT have a license to show COPYRIGHTED movies.

<b>Emergency Contact Information:</b>	Hollis Fire Department	465-6001
	Hollis Police Department	465-7637
	Hollis Communications	465-2303

Name of Applicant: (Please Print) \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_