

Atkinson Community Center

4 Main St. Atkinson, NH 03811 603 362-5531

<i>check</i>	Customer's check list
1	Pick up key at Town Hall, Selectmen's office and sign book properly Town Hall hours: Mon. ~ Fri. 8:00 ~4:00
2	DO NOT DRAG tables, chairs, or any kind of hard objects across the floor
3	Do not put anything on wall or ceiling. NO GLITTER
4	The entire area used must be cleaned and neat when you leave: --tables and chairs wiped --tables put back in place --chairs stacked and placed on front wall --floors swept --any spills wiped up --trash put in dumpster and put new trash liners in. <i>(You can find the trash liners on bottoms of trash barrels or in the kitchen.)</i> --bathrooms need to be clean: take out the trash and replace the trash liners.
5	All personal equipment must be taken with you Center / Town is not responsible for any items left behind
6	The person(s) named on the application form has the responsibility to report any damages. Any damages, destruction, or loss of Center property will be billed to the person(s) named on the application form.
7	Heat must be turned down to 62 degrees
8	All AC units must be shut off
9	All lights must be turned off
10	All doors and windows must be shut and locked
11	After function is done, lock the entry door and drop the key In the Center's key drop box located next to the office door or return it to the Town Hall, Selectmen's office

Date _____ Time _____ ~ _____ Function _____ # of people attended _____
of tables used : rectangular _____ round _____ # of chairs used _____

Customer Name (print) _____ Center Representative _____
Customer signature _____