

# Hebron Community Center

600 Washington

The City of Hebron does not assume any responsibility for clean up after an event. Should the City have to do additional clean up you may be restricted on future use of the building and no deposit will be returned.

Please no use of nails, thumbtacks, staples, scotch, duct, or masking tape on walls. Please use only decorating tape, which leaves no residue, the City of Hebron has this tape available for sale for \$5 per roll. A variety of colors are available.

## Meeting Room

You are expected to:

- Pick up debris on floors
- Wipe down tables
- Straighten all furniture
- Take any garbage to black garbage can by men's restroom
- Unplug any coffee pots
- Bring any dishes to kitchen
- Take out garbage in restroom if full

## Community Center

You are expected to

- Sweep floor
- If floor is spotted or spilled on, scrub
- Put away tables and chairs
- Take out garbage – dumpster is outside kitchen door
- Take out garbage in restroom if full
- All electric items should be off
- Turn off lights and lock front door.  
Check thermostat: summer (75),  
winter (60)

## Kitchen

You are expected to:

- Do dishes
- Put dirty dishcloths in labeled container.
- Wipe down counters, stove, microwave
- All electric items should be off.
- Check thermostat: summer (75), winter (60)
- Take out garbage – dumpster is outside Kitchen door.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Telephone \_\_\_\_\_

Date reserved \_\_\_\_\_

	<b>Rent</b>	<b>Deposit</b>	<b>Total Due</b>
Meeting room	_____	_____	_____
Community Center	_____	_____	_____
Kitchen	_____	_____	_____