

CITY OF GLIDDEN FACILITY CHECKLIST

NO SMOKING ALLOWED IN BUILDING

NO PETS ALLOWED IN BUILDING

- ___ Please do not tape or pin anything to the walls, doors or island.
- ___ Wipe and dry all tables and countertops.
- ___ Empty all garbage and put in dumpster. Be sure to put new bags in cans.
- ___ Clean and wipe down appliances and empty them.
- ___ Sweep all floors **including the bathrooms** and sweep off the rugs.
- ___ Damp mop in restrooms & main room as needed.
- ___ Wipe and dry kitchen sink.
- ___ Be sure all doors are **closed** and **locked**.
- ___ Be sure all lights and water are shut off including those in the bathrooms.
- ___ After tables are wiped and dried, please put chairs back around tables.
- ___ Be sure to turn thermostats back to 70 degrees. (Kruger, Library)
- ___ Please be sure that all garbage is picked up from the patio area and around the building.
- ___ Kruger electronics in cabinet (TV remote, wireless mic, microphone, aux cable)

Please ensure all items listed above are complete so your deposit may be returned.

If you have any questions or comments, please email to: gliddenoffice@mediacombb.net.

The City of Glidden reserves the right to refuse a reservation and adjust schedules for special events.

Thank You!

*Return Key to City Office Drop Slot
City Emergency On Call #712.830.4819*