



Town of Oakboro Community Building

Date: _____

To: Community Building Renters

From: Ann H. Burgess, Town Clerk

Please take the following items with you when renting the Community Building:

*Paper Towels

*Toilet Tissue

*Trash Bags

*Cloth Towels for Cleaning

Also, please be sure...

- to use one container inside the building for all trash and at clean up time, place in outside dumpster.
- that the bathrooms are clean and the floors are mopped.
- to observe how the tables are placed. They are placed in a safe manner for our senior citizens. Please place them back accordingly.
- not to use the coffee pot or the warmer. They do not belong to the Town of Oakboro.
- not to leave the doors open for long periods of time.
- to turn all lights out and leave the building in great condition to be used by the next participants.

NO DRUGS OR ALCOHOL ARE ALLOWED ON THE PREMISES.

Renters will be held responsible for any damages occurring to the building or its contents.

Thank you for renting the Community Building and we hope you have an enjoyable time!