

The Bob Rogers Center

204 S. Harrison Street

Alexandria, Indiana

Please read the following important information

This form must be completed and signed before the security deposit will be returned. If you do not sign this form and/or do not follow the guidelines as listed, your security deposit will be forfeited.

(Please leave this form on the kitchen counter)

CHECK LIST

- Floors Swept (no food, paper or mud left on the floor)
- Floors mopped (if needed- Mop and bucket in utility room)
- Empty trash cans (Kitchen and Restrooms)
- Clean tables and Chairs
- If any extra tables or chairs were brought out, please put them back.
- Clean kitchen sink, countertops, and stove.
- Clean the restrooms. (Mop if needed)
- Take trash out to the dumpster. (Located at the northwest end of the lot)
- Turn all lights off.

*Dishtowels are provided. Please leave the dirty towels in the sink.

Absolutely no confetti of any type allowed in the building. Do not put tape, staples, tacks, or nails in the wall or woodwork. Alcohol and tobacco products are NOT permitted inside the building. Smoking is only permitted outside and 8 feet from any entrance door.

If you need assistance, please call the caretaker at 278-7193 or the Mayor's Office at 724-4633, during normal business hours M-F 8AM to 4PM.

We hope you enjoyed the Bob Rogers Center. We thank you for cooperation in helping us maintain this building for the next rental.

Please sign here: _____

Address (for deposit refunds) _____