



**City of Holly Springs  
Community Center (old train depot)  
Departure Check List**  
*“We hope you had a successful event!”*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of Event: \_\_\_\_\_

- Tables and chairs returned to original location
- All decorations removed from all rooms
- All cups, plates, napkins, food, etc. removed from all rooms
- All food is removed from inside and on top of the refrigerator and counter tops
- Sink is clean
- Restrooms cleaned
- Floors swept (mopped if necessary)
- Clear porch of all property and debris
- All trash, inside and outside removed
- Windows and doors are secured.

Comments on damages or cleaning issues: \_\_\_\_\_

---

---

---

---

---