



City of Libby

952 E. SPRUCE | POST OFFICE BOX 1428

LIBBY, MT. 59923 | Phone 406-293-2731 | Fax 406-293-4090 | Website: www.cityoflibby.org

Ponderosa Room Checklist

Date of Event: _____

Name: _____

Before you shut out the lights, please take a moment to complete this checklist. This will assure us that the building has been secured and cleaned before you vacate the premises. **Complete checklist and deposit list with keys in the night drop box (located by the front door of City Hall).**

Please leave the room clean and orderly. Do not remove towels from the kitchen. A dumpster is provided outside the building for garbage. **REMEMBER** when cleaning the facility you are required to **include the public restrooms**. After inspection by City of Libby personnel, deposits will be returned if premises are left clean and orderly. ***You will be charged for any cleaning required or damages to the premises. We hope you enjoyed the facility and it served your needs.**

- Bathrooms cleaned.....
- Room vacuumed?
- Kitchen area cleaned (if used)?
- Oven wiped out and turned off?
- Coffee pots turned off?
- All food removed from refrigerator?
- Dishwasher emptied?
- Tables & chairs are properly stored in appropriate areas in storage room?
- Storage room is neat & orderly?
- All garbage removed and put in the dumpster?
- All coats removed from the hangers?
- Windows shut and locked?
- Doors locked?
- Lights turned out?.....
- Temperature set at 65°, or air conditioning turned off?

**You will be required to pay a percentage toward damaged tables:*

- *Original Table – you pay 25% of costs*
- *Previously Damaged Table – you pay 50% of costs*
- *Plastic Table w/ No previous damage – you pay 100% of costs*

****PLEASE TURN IN THIS FORM WITH YOUR KEYS ****