

**LUCAN COMMUNITY CENTER  
406 THIRD STREET**

**CLEAN-UP GUIDELINE**

The Community Center in Lucan is available for your group to use and enjoy. But we need your help. Sometimes we have several different groups using the buildings in a very short amount of time. Every group deserves to start out with the area clean and neat. Commons area tables and chairs are set-up always. Banquet area only has tables set. Arrangements can be made, for a fee, for the City to set up and/or put away chairs and additional tables.

- Kitchen Clean up and put away any dishes you have used. Be sure sinks are clean; hang the dirty wash cloths and towels on the sinks so we can pick these up and have them laundered.
- Make sure that all stove burners and ovens are shut off.
- Return all large kitchen items to the storage room.
- Tables Wash off all the table tops and counter tops.
- Floors Sweep, dry mop and spot mop sticky spots, spills, rain/snow tracked in. Supplies are in the janitor's closet.
- Trash Empty all garbage cans, including the bathrooms and anything in the Gym area.
- Take garbage to dumpster outside of building
- Bathrooms Make sure toilets have been flushed, faucets tightly off and lights are off.
- Temperature Turn down the furnace to 60 or the air conditioner to 80. Verify that each thermostat is set at the same temperature. (kitchen & banquet room)
- Banquet Leave 9 dark brown tables set up in the banquet room.
- Do not set chairs around the tables. DO NOT drag tables across floor.
- Put chairs back on the chair racks and extra tables on the table rack.
- The platform (stage) should be left at the north end of the banquet room.
- Commons Leave 3 dark brown tables with chairs around them in the dining area
- Turn lights off.
- Locks Check all windows and doors to make sure they are shut and locked (**west gym door, west door in ramp room, both main entry doors**).
- Report anything broken or missing to the City Clerk.

**THANK YOU!**

City of Lucan

If you have any questions during the day of your rental please call the following:  
Shawna- (507) 747-2202 (Clerk)  
Mike- (507) 829-2401 (Public Works/ Maintenance)