

**LUCAN COMMUNITY CENTER
406 THIRD STREET**

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 center in a very short space of time. Every group deserves to start out with the center clean and neat.

Before your group leaves we need you to:

1. 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.
2. Wash off all the table tops and counter tops.
3. Sweep the floors. Brooms are in the janitors room.
4. Empty all garbage cans, including the bathrooms. Take garbage to dumpster outside of building.
5. Make sure that all stove burners and ovens are shut off.
6. Return all large kitchen items to the storage room.
7. Check the bathrooms. Make sure toilets have been flushed and lights are off.
8. 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)
9. Please check the gym for garbage.
10. Leave 9 dark brown tables set up in the banquet room. Do not set chairs around the tables.
11. Put chairs back on the chair racks and tables on the table rack.
12. Leave 3 dark brown tables with chairs around them in the dining area.
13. The platform (stage) should be left at the north end of the banquet room.
- 14. Check all doors to make sure they are locked (west gym door, west door in ramp room, both main entry doors).**
15. Turn lights off.

Please remember the Community Center is a smoke-free building.

The ramp must be kept clear at all times as it is a fire exit.

No pets allowed in the Community Center.

THANK YOU!

Community Center Custodian – Mary Soupir – 507-747-2611