

CORNELIA COMMUNITY HOUSE CHECKLIST FOR RENTERS

- Remove all decorations and items used to attach decorations.
- Remove food, personal belongings, and rental equipment.
- Clean any spills from floors.
- Tables and chairs wiped clean and left standing.
- Remove all trash and debris from the building and grounds.
- Remove bagged garbage from trash receptacles. Place bags in containers on porch behind kitchen.
- To avoid clogging the pipes, please do not flush wipes or anything besides toilet paper down the toilets.
- If the sewer alarm goes off, please call 706-778-4343 as the plumbing has been clogged.
- Kitchen renters- Stove, refrigerator, microwave oven, counters, and cabinets wiped clean.
- Turn off fans and lights.
- Lock all doors on both floors.
- Return keys to City Hall. If it is after hours, please drop it in our “water payments” drop box.

Note: Tables and Chairs MUST be left on the floor they came from. If you move tables & chairs from one floor to another, you must return them to the correct floor.

Please make sure you keep all the doors to the C.H. shut the venue is very large and takes a long time to heat and to cool. Our units are new but they still have a hard time keeping up when the doors are left open.

*****ALL PERSONAL BELONGINGS MUST BE REMOVED
BY MIDNIGHT! *****