



COMMUNITY BUILDING CHECKLIST

City of Montgomery

- 101 Old Plantersville Rd, Montgomery Texas 77316
- (936)-597-3304 •www.montgomerytexas.gov

★ Your deposit will NOT be processed and mailed until this checklist has been filled out, returned along with the key and verified by a city staff member. Each item not completed can result in a \$25.00 deduction from your deposit.

Description	Applicant (Initial)	Staff (Initial)	Staff Only: Description of Work Needing to be Performed
Chairs & tables put up 75 chairs in stacks of 5 & 13 tables against the wall.			
Swept & mopped? You <u>MUST</u> do both.			
Kitchen cleaned? Counters, floor, sink, fridge			
Plates & dishes removed from facility?			
Bathroom Toilets & Sinks Cleaned, Floors swept & mopped.			
ALL decorations removed			
Garbage changed? Take trash to dumpster & lock it.			
**Thermostat returned to original state			
<u>ALL</u> doors locked? Lock front door & the 3 back doors. DO NOT LOCK INTERIOR DOOR BETWEEN BATHROOM & MAIN AREA!			

★ **Thermostat settings: Fan must be set back to auto, system set to auto, heat temperature returned to a setting of 65 degrees and cool temperature returned to a setting of 75 degrees.**

* *I acknowledge that I have completed the listed items above.*

Applicant Signature: _____

Date Completed: _____ Print Name: _____

FOR OFFICE USE ONLY:

Employee Signature: _____ Date: _____