



MERRY JEFFRIES COMMUNITY CENTER

FOR YOUR INFORMATION SHEET

299 South Second St, Williamsburg, KY 606-549-6072

Vickie Avery Ross, Manager, 606-515-2516

FOR REFUNDABLE DEPOSIT THESE RULES MUST BE INFORCED!	Comments
DO NOT open or unlock any windows. If windows are open or unlocked you will forfeit your refund.	
DO NOT use anything other than painters tape! NO TACKS, NO NAILS, NO STAPLES, NOTHING BUT PAINTERS TAPE. If we see holes you will forfeit your refund and may be billed for repairs. Do not put tape on ceilings or chandeliers. NO SCOTCH TAPE!!	
DO NOT allow children in the loft area, unless an adult is supervising at all times.	
NO SMOKING IN THIS FACILITY.	
NO ALCOHOLIC BEVERAGES IN THIS FACILITY.	
All minors must be accompanied by an adult at all times. No playing on the stairs.	
You MAY NOT go in the night before to decorate unless you have paid for 2 (two) days. Please do not ask.	
For your safety, do not lean against the long bar in the kitchen, it is on rollers.	
This is a Non Profit Facility and therefore no money can exchange hands in the facility (can't sell a product).	
Please keep the music/noise down due to the elderly housing across the street, they will call the police.	
Please put all the wet/dirty rags in a can liner and leave on the counter top for the manager.	
Please write down on the back of the Cleaning Check list any supplies that you ran out of and/or anything that you think we should be aware of.	
Please be aware that Your refund check may take 2 to 3 weeks to reach you, depending on the cities billing cycle.	
If you have to use Confetti, make sure that you sweep every piece of it up, and do not use the vacuum – it will stop it up! This is inside and outside.	
<p>Merry Jeffries Center Phone Number: 606-549-6072. Dial 9 to get an outside line.</p> <p>EMERGENCY PHONE NUMBERS: 911</p> <p>Manager, Vickie Ross: 606-515-2516</p> <p>Non-Emergency Dispatch: 549-6037 or 549-6017</p> <p>Gina Hamblin: Only if Vickie cannot be reached – 549-3794</p>	
<p>Very important: DO NOT PUT TABLES OR CHAIRS IN THE COMPUTER ROOM (ROOM WITH WINDOW). LEAVE THE TABLES SET UP WITH CHAIRS ON TOP. Be careful do not bump the tables or chairs against the walls. If you have to move the chairs or tables stack them carefully in the little storage room down the hallway. Sweep and Mop under and around the tables. If everyone would leave the 7 6ft tables up all the time, we wouldn't have to take up and down so much.</p>	



MERRY JEFFRIES COMMUNITY CENTER CLEANING CHECK LIST

299 South Second Street, Williamsburg, KY 40769

606-549-6072

TURN THIS LIST IN WITH THE KEY, IT MUST BE SIGNED.....

Done?	I AM RESPONSIBLE FOR:	Comments
<input type="checkbox"/>	Did you... Leave the tables set up with the chairs on top of the tables? Extra tables and chairs can be stacked <u>BUT DO NOT PUT THEM UP AGAINST THE WALLS.</u> Please DO NOT put any chairs or tables in the computer room (room with window). I think everyone should leave the 7 ft. tables up at all times and you can stack the others in the little storage room down the hallway. Again watch the walls when stacking.	
<input type="checkbox"/>	Did you... Clean the Kitchen thoroughly? Clean all dishes, countertops, appliances. Remove all items from the refrigerator. Sweep and mop the kitchen floor and wipe down any spills that may be on the walls.	
<input type="checkbox"/>	Did you ... Sweep and Mop all the floors downstairs and upstairs in the loft too? Please do not leave any tracked dirt or spills on the floor.	
<input type="checkbox"/>	Did you ... Empty all the garbage cans? Replace with clean bags, which are in the cabinets. Take all your bagged garbage to the city containers located at the end of the sidewalk.	
<input type="checkbox"/>	Did you... Clean all 3 restrooms? Wash all the sinks, commodes and mirrors. Check for any spills, sweep and Mop floors if needed.	
<input type="checkbox"/>	Did you ... Take down every piece of tape that you used to decorate with? DO NOT LEAVE ANY PAINTERS TAPE anywhere.	
<input type="checkbox"/>	Did you... Set all thermostats upstairs and downstairs to 69/70 degrees?	
<input type="checkbox"/>	Did you ... Do a walk-through of the entire facility inside and out? Check the grounds outside for decorations or garbage too. Is it completely clean and ready for the next renter to come in?	
<input type="checkbox"/>	Did you ... Turn all the lights off and lock all the doors?	
<input type="checkbox"/>	<p>DID YOU ... LEAVE THIS FACILITY EXACTLY THE WAY YOU WOULD WANT IT TO LOOK IF YOU RENTED?</p> <p>By Signing I Agree, and am turning this checklist in along with the key, and I request my refund to be mailed asap.</p> <p>SIGN AND DATE HERE:</p> <hr style="border: 1px solid red;"/>	