



**ROME COMMUNITY CENTER**

8 Mercer Road

Rome, Maine 04963

General Checklist for Building Users

\*Clean/Sweep Floors Wipe up spills \_\_\_\_\_

\* Table wiped down and put away \_\_\_\_\_

\*Make sure all dirt and trash go into provided trash cans,  
But you will need to provide your own trash bags **and** take.  
them with you. \_\_\_\_\_

\*Check bathrooms \_\_\_\_\_

\*Turn off all lights \_\_\_\_\_

\*Make sure all doors are locked \_\_\_\_\_

\* Projector screen is not to be used \_\_\_\_\_

\*Pots, pans, plates, and utensils no provided \_\_\_\_\_

\*Extension cords not provided \_\_\_\_\_

Refrigerator needed    yes            no    (*circle one*)

Stove needed            yes            no    (*circle one*)

Please leave a note of any information you need to share with us.

\_\_\_\_\_

\_\_\_\_\_

Numbers to call if you should need to reach an employee of the Rome

Community Center: Paul Anderson – 207-397-2041

Larry Dipietro Jr - 207-592-4578

Kelly Archer        - 207-397-3421

Date: \_\_\_\_\_

User: (Print name and phone number)

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