



TOWN OF
BROOKLINE, NEW HAMPSHIRE

P.O. BOX 360 – 1 Main Street
BROOKLINE, NH 03033-0360

Telephone (603) 673-8855
Fax (603) 673-8136

CHECKLIST TO BE COMPLETED AT CONCLUSION OF EVENT

- 1. Adequate adult supervision was provided at all times during the use of the facilities.
- 2. Heat/AC is turned down/off.
- 3. Lights are turned off.
- 4. Bathrooms checked.
- 5. Any electrical appliances turned off/unplugged.
- 6. Floor swept/vacuumed.
- 7. Tables and chairs returned to neat order.
- 8. Trash/garbage is bagged and removed.
- 9. All equipment brought onto the premises has been removed.
- 10. All doors locked
- 11. The key will be returned the next working day.

- Town Hall Meeting Room
- Upper Town Hall
- Fire Station Meeting Room
- Library Meeting Room
- Safety Complex Meeting Room
- Annex Meeting Room
- Brusch Meeting Room Upstairs
- Brookline Chapel
- Fire Station Kitchen Use
- Brusch Meeting Room Downstairs

Date of use: _____

Signed: _____ Date: _____

Printed Name: _____