

ATTENTION: RENTER IN CHARGE:

\$100.00 SECURITY DEPOSIT WILL NOT BE REFUNDED UNLESS THIS COMPLETED FORM IS RETURNED WITH THE COMMUNITY CENTER KEY AND THE COMMUNITY CENTER PASSES THE FINAL INSPECTION.

UPON ARRIVAL

You may adjust the temperature to your comfort level. Also, turn the fan setting "ON" to circulate the air. Be aware that the restrooms have a separate setting.

AT COMPLETION OF YOUR ACTIVITY

- ___ Vacuum carpet
- ___ Return tables and chairs to their original positions. Chairs should be moved with the chair dolly to avoid scratching the floor. Seats should face the wall---but kept a small distance from the wall.
- ___ Party decorations/tape removed (Christmas lights out-December/January)
- ___ Floors should look the same as when you arrived. Mops and cleaning products are in the utility closet.
- ___ All toilets and urinals flushed.
- ___ Window glass cleaned (little hands make many smudges)
- ___ Refrigerator cleaned out and spills wiped up.
- ___ Counters and sinks cleaned (kitchen and restrooms)
- ___ Wipe drinking fountains dry to avoid stains
- ___ Recycling/solid waste taken with you. (Includes bathroom toweling)
- ___ Thermostats reset to original positions.
Hall- SEE WALL INSTRUCTIONS
Bathrooms: Winter @ 50
Summer @ Lo
- ___ **OUTDOOR ACTIVITIES INCLUDED?**
All garbage/recyclables/cigarette butts are to be picked up and taken with you.
- ___ Rear door locked (toggle down)
- ___ Lights out (Kitchen, bathrooms, utility, storage, hall and entry)
- ___ Lock front entry door.

RENTER

DATE

