

**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

