



Checklist For Recreation Center (Renter)

Use this check list when doing your cleanup after your event. If the building is not left as it was found, clean, and free from damage, the deposit will not be returned and additional fees may be assessed. Staff will use this form to check the condition of the facility after you leave.

_____ Floor has been swept.

_____ All spills, dirty areas, and sticky areas on the floor have been mopped.

_____ **All trash containers must be emptied at the end of the rental.** New trash bags must be placed in all trash receptacles. Trash should be removed from the site, but if that is not possible the bags can be securely tied and placed in the air conditioner enclosure adjacent to the Elliott Conference Room Center.

_____ Kitchen counters, sink and floor cleaned (if kitchen was used).

_____ Restrooms are clean and free of debris. Toilets flushed.

_____ Exterior areas and parking lot cleaned of any debris caused by rental.

_____ All chairs and tables are returned to the storage room. **(Red chairs and special meeting tables cannot be used. They are only for City Council and Commission meetings.)**

_____ No damage to facility.

_____ All renter's possessions removed from facility.

_____ Remove all helium balloons. Helium balloons left in the building tend to descend overnight triggering the motion detector alarm. This will result in a two hour employee call-out to turn the alarm off and check the building. You will be charged for the two hour call-out.

NOTES:

DO NOT USE FIRE SPRINKLERS TO HANG DECORATIONS. RENTERS WILL BE RESPONSIBLE FOR SPRINKLER DAMAGE OR WATER DAMAGE THAT COULD OCCUR

MAKE SURE THE FACILITY IS SECURELY LOCKED UP AND THE ALARM IS ON WHEN YOU LEAVE THE BUILDING. Lock up gates to the restrooms. Check every door before leaving.