



**Please follow the cleaning guidelines below to ensure the area is returned to its original condition.  
Staff will provide all cleaning supplies.**

<b>SOCIAL HALL</b>	
	Wipe off counters, sink area, tabletops, refrigerator, etc.
	Wipe out microwave and oven if used.
	Clean up all food and drink spills.
	Floors: sweep, vacuum, and wipe all areas.
	Empty garbage and carry to dumpster.
	Replace garbage can trash bag.
	Return any "moved" furniture to its original location.
	Remove ALL party items and decorations used during the rental.

**\*Clean up must be completed by the end of the rental time or the deposit amount will not be returned. I understand that by following the above guidelines my entire deposit will be refunded.**

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**FOR ADMINISTRATIVE USE ONLY**

**Post Rental Inspection Completed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Returned Deposit Check: Yes or No Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTES:**