

FACILITY RENTAL CHECK LIST–Depot

To receive your full deposit back all of the following must be completed:

- ✓ All personal items and decorations are removed from the facility. Don't forget to check the fridge and freezer. This includes any signs or decorations placed outside the building and throughout the park. This includes directional signs.
- ✓ Tables and chairs are in the same place you found them.
- ✓ Spills and messes are cleaned up from:
 - Floors
 - Tables
 - Chairs
- ✓ All doors and windows are closed AND locked.
- ✓ All indoor and outdoor lights and ceiling fans are turned off.
- ✓ All garbage and recycling are placed in the proper receptacles. Staff will remove from building after rental.
- ✓ Key is returned to the lock box.

Brooms, paper towels, kitchen towels, mop, and garbage bags are located in the utility room.