

Civic Center Rental

Checklist for the Return of Damage Deposit

Damage Deposit will automatically be forfeited if Alcohol is consumed on the premises.

·Do not use staples, tape or anything sticky on the walls or ceiling.

·Do not use confetti or glitter as they are difficult to clean off of the floor and other surfaces.

1. Floors must be swept and mopped.

2. Bathrooms need to be clean and in good working order

3. Tables and chairs need to be wiped off, put away neatly and undamaged.

4. Vacuum the rugs

5. Clean the Kitchen, all surfaces must be wiped off, floor must be swept and mopped.

6. Make sure the stove and oven are clean and turned off

7. Make sure the refrigerator is clean and your items taken out.

8. All Windows should be **closed, latched and locked.**

9. Leave dish rags on the counter for cleaning.

10. All Garbage's need to be emptied and are to be taken out to the dumpster behind the building - across the alley in front of the pump house/Fire Hall.

11. Make sure any garbage from your group has been picked up from the Veteran's Memorial site and outside the building.

12. Make sure you have all your items before locking the door

LOCK THE FRONT DOOR with the key on top of the door opener.

There will be a \$75.00 per hour Cleaning Fee if the Civic Center needs to be cleaned after your rental.

City Maintenance cell phone is 320-905-9445 or City Office phone is 320-382-6110