

**PRE / POST
PAVILION CLEANUP
CHECK LIST**

Event: _____ Contact person: _____

Event set-up date/time: _____ Phone Number: _____

Event start date/time: _____ Liquor permit/license: _____

A \$500.00 deposit is required for all rentals of the pavilion. All or a portion of this deposit may be refunded, based on the completion of the following items. Any damage to the building will mean forfeiture of all or a part of deposit and the Lessee agrees to pay the actual cost of repairs when presented with an invoice. A physical inventory of the building will be taken prior to and after the rental of the building.

**PRE -
RENTAL**

**POST
RENTAL**

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| _____ | _____ | All windows, screens and doors are in operation order and undamaged. |
| _____ | _____ | Bathroom floors should be cleared of all garbage and swept. Please remove garbage from cans and place in the outside dumpster. |
| _____ | _____ | Kitchen area and appliances should be cleaned. Please remove all food items from refrigerator and freezer. |
| _____ | _____ | All decorations should be <i>carefully</i> removed from the wood decorating board around the perimeter of the Pavilion. Use of tacks, tape, pins, staples, etc., to hang decorations is allowed on this board only. No tape, tacks, etc. allowed on the walls, floors, ceilings, or windows. |
| _____ | _____ | Clean stage area (sweep floor). Dustmop and broom are kept in the storage room adjacent to kitchen. |
| _____ | _____ | Absolutely no tape or sharp objects on the main Pavilion hardwood floor. Please do not drag any objects across the main hardwood floor. Please take extra caution while using the ladder on the hardwood floor. |
| _____ | _____ | Tables and chairs are to be left up, but should be cleaned of all linens (paper or cloth). If no linens are used, tables should be wiped clean. |
| _____ | _____ | All garbage that has been collected should be placed in the dumpster located outside at the back southeast corner of the pavilion. |
| _____ | _____ | Hang up ladder in storage room; turn off lights and lock up. Keys should be returned to the City Administration Building on the next business day. |

