

Name _____

Rental Date _____

Key # _____

**URBANA COMMUNITY CENTER
CLEAN-UP CHECKLIST
PLEASE RETURN WITH KEY**

Do not allow anyone to climb the landscaping wall. The City will not be reasonable for injuries. Your security deposit will be withheld if the rocks are scattered about.

Cleaning supplies can be found under the kitchen sink or in the janitor closet.

- The bathrooms must be left clean.**
 - Flush all stools.**
 - Wipe off all counters.**
 - Sweep floors.**
 - Empty trash cans. Liners are in the janitor closet.**
 - Be sure no water is running.**
 - Turn off lights.**

- The kitchen must be left clean.**
 - Remove all food/ice from the refrigerator and freezer.**
 - Wipe off all counters and clean the sink.**
 - Clean and turn off the oven/stove.**
 - Wipe out the microwave.**
 - Clean and put away trays, coffee pots, pitchers, etc.**
 - Sweep and mop floor.**

- Tables and chairs must be wiped off and placed back on the stack.**

- Remove all decorations that were used including the tape.**

- Sweep floors and mop if needed. Please use the janitor's sink for filling and emptying bucket.**

- Close and lock windows.**

- Turn off all interior lights and the ceiling fans.**

- Place lid on recycling bin and leave it inside the front door.**

- Take out all garbage and empty the trash cans. Re-line all trash cans. Liners can be found under the kitchen sink.**

- Lock both sets of double doors.**

PLEASE CHECK OFF ITEMS AS THEY ARE COMPLETED. SIGN AND DATE THIS FORM AND PUT IT IN THE DROP BOX BY THE CITY HALL DOOR WITH THE KEY. THIS FORM TRIGGERS THE PROCESS FOR RETURNING YOUR DEPOSIT. WITHOUT THIS FORM THE RETURN OF YOUR DEPOSIT WILL BE DELAYED.

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- Return key to City Administrative office within two business days from date of rental. Date returned _____ by _____
- WRITE out a report any problems, damages, etc. at the bottom of this page (if there were any)

IT IS YOUR RESPONSIBILITY TO CLEAN UP AND CLOSE UP THE URBANA COMMUNITY CENTER IMMEDIATELY FOLLOWING YOUR EVENT. THE CENTER SHOULD BE VACATED AND LOCKED AT THE END OF YOUR TIME SLOT. PLEASE LEAVE IT IN GOOD, CLEAN CONDITION FOR THE NEXT RENTER.

Provided the Community Center is left in good, clean condition the deposit will be returned to you within 6 weeks. Failure to accomplish everything in the rental agreement, and on the checklist, will result in the loss of your deposit, if applicable. If the renter damages, vandalizes, or destroys any property in the Center, this will also be charged to the renter. Thank you for you cooperation.

REPORT of damages, problems, etc.

Renter _____

Date and time of rental _____

Date of report _____

Details _____
