



Clean-Up Check List

Facility Clean-up: Any clean-up task not completed to the satisfaction of the Gathering Spot LLC will result in the forfeit of the entire clean-up deposit. A check list will be completed at the termination of the event. If all tasks are not completed by the event ending time or attendees have not vacated the Center by the event ending time, the party will be charged for an additional two hours which will be deducted from the clean-up and/or damage deposit. Also, if the center is not cleaned and a pre arrangement was not made an additional 75.00 charge will be added to the cleaning deposit

• **Sweep all areas used by lessee, this includes** ___ Bathrooms ___ Kitchen ___ Event Room ___ Serving Area

• **MOP** all Areas, \$25 per hour will be deducted from your deposit for un-mopped areas with a minimum of \$75.00.

___ Bathrooms ___ Kitchen ___ Event Room ___ Serving Area ___ Garage door Area

• **Clean Counters**

___ Event Room ___ Kitchen ___ Bathrooms ___ Serving Area

• **Trash**

___ Take all trash generated by the lessee to the dumpster ___ Place new trash bags in trash cans

• **Front Entry** \$100 Lost Key Fee

___ Vacuum front entry carpet.

• **Kitchen**

___ Wipe down warmer ___ Refrigerator empty, clean ___ Microwave clean

- **Parking lot and Outdoor Patio**

___ Trash left by attendees is picked up

- **Outdoor Patio**

___ Pick up all cigarettes generated by event.

- **Furniture**

___ Chairs and tables clear of candle wax, paint, etc. ___ Wipe down tables and chairs ___ Place tables and chairs back on racks

- **Air Conditioning**

___ Turn off before leaving

- **Heating**

___ Turn down to 50 before leaving