

Rental Cleaning Policy and Deposit Refund Information

All rentals will receive an invoice once the inspection is completed after the event. Payment is required within 30 days.

Room set up and return of tables/chairs etc. are the responsibility of the User. All users are asked to leave the spaces they used clean and orderly after use. Garbage must be disposed of after your event.

The following things will be inspected after each event:

1. Floors
2. Bathrooms
3. Tables
4. Chairs
5. Kitchen Counters and sink
6. Dirty towels placed in laundry bin
7. Everything that was used is to be left in good condition and put away where it was found
8. Garbage and recycling taken out
9. Walls
10. Please inform the board of any supply shortages or damages occurred
11. All doors to be locked and keys returned as agreed upon by the renter and the board.
12. Please note we do have security cameras on site for both safety and security reasons.

Rental Invoice # _____ (for office use only)

Cleaning Inspected and approved by _____ (for office use only)

Keys returned to _____ confirmed by _____ (for office use only)