

Mercer Community Center

Clean-up Check List

As part of your rental agreement, we ask you to do your part in the general up keep of your Community Center. In order to receive your **\$150.00 security deposit back**, each renter must clean the area of the center that you are renting and return it in its original condition.

Duties:

- ☐ Restrooms **MUST** be cleaned (this includes removing the trash)
- ☐ Pickup and remove **ALL** trash (if you brought it in, you take it out)
- ☐ Sweep floors and wash around entryways that were used during your rental
- ☐ Sweep and mop floors in all areas used
- ☐ Wash down tables and benches (if used) and return to where you found them
- ☐ Put furniture back to original layout
- ☐ Close and lock all windows
- ☐ Wipe down chairs and return to chair rack

Thank You and we hope you enjoy your event!

Before you leave, Did You??

- Turn off the **heat** in Gym (if applicable)
- Take **all** of your trash with you
- Turn off all **lights** in rental room and bathrooms
- Pull on door handle to make sure it's locked when leaving
- Leave it the way it was when you walked in

As a reminder: there is **NO SMOKING, NO CONFETTI, NO FIRE and NO ALCOHOLIC BEVERAGES** in or around this facility.