

RENTAL CLEANUP CHECKLIST

- Tables & Chairs
 - All Tables & Chairs wiped clean

Unless Janitorial Service provided to put away tables/chairs in contract:

- Return tables to their original position
 - Stack chairs only if a MCSC Representative supervises, otherwise pull to the side of the building near the piano.
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- Floor – food & drink spills removed from the floor. No visible litter.
 - Decorations – Unless otherwise noted, all decorations should be safely removed, boxes or packaging removed.
 - Trash: All Containers emptied and the bags placed in the outside dumpsters.
 - Restrooms: Cleared of trash debris, and spills.
 - Parking Lot: Cleared of trash and debris, including cigarette butts.
 - Kitchen Rental: All food, trash and debris removed from the counters, sinks and floor.
 - All appliances, lights, gas turned off.
 - Any food, drinks belonging to renter removed from Refrigerator/Freezer.

**FAILURE TO COMPLY WITH THESE PROCEDURES
WILL RESULT IN A CHARGE AGAINST YOUR DEPOSIT**

Event: _____ Date _____

Renters Name: _____

Renters Signature: _____

MCSC Representative: _____