

This is a list of everything that must be completed at the end of the rental period. A complete walk-through with the facility staff person must be finished before renter or designee leaves the building.

Main Hall

- sweep main floor – spot clean sticky areas
- remove garbage to outside dumpster, replace liners

Stage

- remove all materials and equipment not belonging to the Center
- sweep stage
- clear loading dock and sweep as needed

Lobby

- remove all materials and equipment not belonging to the Center
- remove garbage to outside dumpster, replace liners
- wipe down surfaces as needed
- sweep floor – spot clean any sticky areas
- return any materials or supplies belonging to the Center

Dressing Room

- remove all materials and equipment not belonging to the Center
- sweep floor – spot clean any sticky areas (soap and water only)
- wipe down all counters and tables as needed – spot clean soiled areas
- remove garbage to outside dumpster, replace liners, wipe outside of receptacles as needed

Classroom

- remove garbage to outside dumpster, replace liners
- wipe down surfaces as needed
- sweep floor – spot clean any sticky areas

Kitchen

- remove all materials and equipment not belonging to the Center
- wipe down all counters and spot clean soiled areas
- remove garbage to outside dumpster, replace liners
- clear refrigerator of rental's items and wipe out as needed
- sweep floor – spot clean any sticky areas

Facility Staff: _____ Renter: _____