

Facility Rental Cleaning Responsibilities

Facility Rental Cleaning Responsibilities

What you are required to do to get your deposit back:

Thank you for choosing Boiling Spring Lakes Community Center for your event. In order for your security and damage deposit to be returned, you must comply with the following items. Any damage to the facility or equipment will be documented and provided to you. The cost of verified damages will be taken from your deposit. Should any additional payment be required to cover damages, it will be billed to you for immediate payment.

RENTER'S RESPONSIBILITY:

- Remove all decorations, painters tape and/or string used to secure them.
- Kitchen Area clean and tidy - any utensils used must be washed and left in dish drain.
- All trash must be disposed of in the roll cans located behind the kitchen.
- Must complete the Facility Rental Checklist with the assigned City Staff working your event.

CITY RESPONSIBILITIES:

- Wipe down all tables and chairs after event
- Sweep and mop floor
- Clean bathrooms
- Return HVAC settings to 74 degrees.
- Turn off all lights and secure all doors

Signature (Required): _____

Date: _____