

DATE OF EVENT

NAME OF RENTER

MEMORIAL HALL CLEAN-UP CHECKLIST

- YES NO FLOORS SWEEPED – KITCHEN & MAIN FLOOR
- YES NO FLOORS MOPPED – KITCHEN & MAIN FLOOR
- YES NO TABLES & CHAIRS CLEANED & PUT AWAY
- YES NO CARPETS CLEANED & VACUUMED
- YES NO KITCHEN COUNTERS CLEANED
- YES NO KITCHEN SINKS CLEANED
- YES NO ALL FOOD/DRINK REMOVED FROM KITCHEN/FRIDGE
- YES NO GARBAGE TAKEN TO THE DUMPSTER (WEST SIDE OF HALL)
- YES NO TURN OFF ALL LIGHTS
- YES NO THERMOSTAT – 78 SUMMER / 62 WINTER
- YES NO LOCK ALL DOORS
- YES NO BATHROOMS – LIGHTS & WATER OFF/TOILETS NOT RUNNING

DO NOT HANG ANYTHING FROM THE CEILING TILES

DO NOT USE ANY KIND OF NAIL OR STAPLE ON THE WALLS, FLOORS OR CEILING

*****IF YOU ARE SERVING ANY KIND OF FOOD OR BEVERAGE AT YOUR EVENT, THE KITCHEN AND MAIN FLOOR MUST BE SWEEPED AND WET-MOPPED BEFORE ANY REFUND MONEY WILL BE RETURNED. IF THE FLOORS ARE NOT PROPERLY CLEANED, ALL DEPOSIT MONEY WILL BE DEPOSITED BY THE CITY OF MONTEZUMA.*****

**NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS
ANY QUESTIONS, CALL CHRISTY @ 641-891-2820**