

JESUP COMMUNITY ROOM CLEAN-UP CHECKLIST

Renter Name/Organization: _____ Address: _____

Date of Event: _____

It is your responsibility to return the Community Room to its original condition. The following checklist is for your use in cleaning the facility. If you have any concerns or notice any problems with the Community Room, please make notations on the back of this form or contact City Hall at 319-827-1522. If you encounter problems during your event; outside City Hall hours, please call, City Clerk, Koley Mead 319-334-8681, or Public Works Director, Michael Fettkether 319-327-2642 or a Police Officer at 319-415-1919.

FAILURE TO COMPLETE ALL ITEMS ON THIS CHECKLIST WILL RESULT IN FULL FORFITURE OF DEPOSIT

- Tables and chairs are to be wiped down at the end of the event.
- If rearranging tables **DO NOT DRAG THE TABLES, PLEASE LIFT THEM.** Tables can be left as you have them placed. They do not need to be returned to the storage area.
- Trash is to be removed from **all** areas of the facility, including all bathrooms (**including receptacles in bathroom stalls**), stairwells and hallways. A dumpster is located outside in the employee parking lot. Garbage bags are provided and located in the kitchen area. **Replace the garbage bag liner in the garbage cans.**
- All floor areas are to be swept/mopped.** Do not leave standing water. Buckets may be filled in the kitchen sink. Cleaning supplies are located in the storage room and underneath the kitchen sink.
- The kitchen area is to be left clean. Make sure all food belonging to you has been removed from the refrigerator. Please wipe off all counters and be sure sinks are drained/cleaned and microwave and refrigerator wiped out. Rinse and wring out any cleaning towels you have used and leave them in the bucket under the sink.
- Check the area to make sure no personal items have been left in the building.
- Make sure the doors are locked upon leaving. **The lights are on sensors and will turn off by themselves.**
- Leave the completed checklist, with the renter's signature, and the keycard/key in the drop box located on the outside front of the building, to the north of the main City Hall entrance door. Failure to return completed checklist and keys may result in forfeiture of Damage Deposit

Thank you for your cooperation.

PLEASE SIGN AND DATE AFTER YOU HAVE COMPLETED THE ABOVE CHECKLIST ON THE DAY OF THE EVENT.

Renter Signature _____

Date ____/____/____