



NATC Clean-Up Checklist

Name: _____ Date of Rental: _____

The following is a list of items that need to be taken care of in order for you or your group/organization to have the entire deposit amount refunded. Please note the dollar amount after each item that will be retained from the deposit if not completed.

MAIN BUILDING

Staff - Please Check Below if Not Completed

- 1. Tables and chairs clean and returned to original layout \$20 _____
- 2. Floor swept and free of all debris. (supplies in womens bathroom) \$20 _____
- 3. All trash removed and placed in trash receptacle by shed \$20 _____
- 4. Two remotes are on the table under the TV \$20 _____
- 5. HDMI cord is connected to TV \$20 _____
- 6. All doors locked and secure \$20 _____

BATHROOMS

- 1. Floors clean and all garbage disposed in outside dumpster \$20 _____

PATIOS & LEARNING CENTER PAVILION (if used)

- 1. Floor and Tables clean and free of debris. \$20 _____
- 2. Trash receptacles emptied, rebagged and locked. \$20 _____
Trash placed in trash receptacle by shed

KEYS

- 1. Key returned within 3 days of event. \$20 _____

Renter: Please indicate if you noticed anything that was not in working order for your rental or any damage that occurred during your rental:

Staff – Please list any noticeable damages to buildings or grounds:

Initial Deposit Amt. _____ Minus Amt. Withheld _____ Total Refund Amt. _____

KEYS: PICK UP _____ Back: _____

Ver 10-18-17