



# 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 \$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:

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Initial Deposit Amt. \_\_\_\_\_ Minus Amt. Withheld \_\_\_\_\_ Total Refund Amt. \_\_\_\_\_

KEYS: PICK UP \_\_\_\_\_ Back: \_\_\_\_\_

Ver 10-18-17