

Room Rental Cleanup Checklist

To be eligible for a refund, all of the following must be completed:

- * **No** Chairs or tables are to be used in hallway
- * **No** Confetti
- * **No** nails, tacks, staples, tape on walls
- * **Only Sticky Tac can be used on walls**

- ___ Stack chairs in groups of six next to windows
- ___ Pick up all trash
- ___ Wipe down tables
- ___ Wipe up any spills (If stains remain, charges will be deducted from cleaning deposit.)
- ___ Vacuum floor and rugs
- ___ Trash taken out to dumpster
- ___ Trash bags replaced
- ___ Kitchen cleaned (including oven/stove top, if used)
- ___ Any items used put back in original location or checked into personnel at front lobby, including: (appliances, extension cords, sound system, or any borrowed items from front desk)

Any notes you want to leave:
