

**Potawatomi Park, Inc
PAVILION RESERVATIONS**

(CLEAN UP CHECK LIST)

THE FACILITY MUST BE RETURNED TO ITS ORIGINAL CONDITION AFTER RENTAL

Please be sure this list has been completed before the end of your reservation. Failure to do so will result in charges against your damage deposit.

- () Remove all decorations from the room including all tape fragments.
- () Pickup all food and trash from the area(s) used.
- () Bag all trash and remove it from the facility. The dumpster is located near the Interpretive Center. **Bags are in the kitchen under the sink.**
- () Cleanup all spills.
- () Clean Kitchen counter tops, microwave oven, & under-counter cooler (IF YOU USE THEM).
- () Sweep the pavilion floor.
- () Clean all picnic tables, tables & chairs used. Return picnic tables to original locations.
- () Return chairs & tables to the storage room if used.
- () Leave the bathrooms in an orderly fashion. For example – no soap on counters, paper towels/ toilet paper on floor, or paper towels in the toilet. Mop the floors if needed.
- () Return key if provided with one at the previously arranged time.

REMINDER

There are no utensils, dishtowels, etc. You will need to provide your own cleaning supplies. A mop is located in the storage room.

If this facility is not cleaned to our specifications you may not receive part or all of your damage deposit. **Additional charges may be withheld from the deposit for such actions as unscheduled overtime, excessive cleanup, etc.** Renter must be present for evaluation of premises at time of inspection or you will not be able to dispute any fees incurred. **The damage deposit will be held until after the event and not returned until a thorough inspection has been made. Any remaining amount will be returned within 30 days.**

Signature _____
(Renter)

Signature _____
(Parks Representative)

DATE _____

DEPOSIT TO BE REFUNDED WITHIIN 30 DAYS