

Mid-County Senior Center

829 Bay Ave • Capitola, Ca 95010 • 831/476-4711

RENTAL CLEANUP CHECKLIST

- [] **Tables & Chairs**
All tables and chairs wiped clean.
 - [] Return tables to their original position
 - [] Stack chairs only IF a MCSC Representative supervises, otherwise pull to the side of the building near the piano

- [] **Floor**
Food and or drink spills removed from the floor.

- [] **Decorations:** All decorations safely removed, boxes or packaging removed.

- [] **Trash:** All containers emptied and the bags placed in the outside dumpsters.

- [] **Restrooms:** Cleared of trash, debris and spills.

- [] **Stage:** All trash and debris cleared. Do not put anything on the Bingo machine.

- [] **Parking lot:** Cleared of all trash and debris, including cigarette butts.

- [] **Kitchen Rental:** All food, trash and debris removed from the counters, sinks and floor. All appliances, lights, gas, turned OFF. The MCSC Representative will inspect.

FAILURE TO COMPLY WITH THESE PROCEDURES
WILL RESULT IN A CHARGE AGAINST YOUR DEPOSIT

EVENT _____ Date _____

Renter's Name _____

Renter's Signature _____

MCSC Representative _____