

**MONTICELLO CITY PARKS & RECREATION
ANHEIER BUILDING RESERVATIONS**

904 City Park Loop

Great Room _____

Conference Room _____

(CLEAN UP CHECK LIST)

THE FACILITY MUST BE RETURNED TO ITS ORIGINAL CONDITION PRIOR TO RENTAL

If any of the task below are not completed, each infraction will cost the renter a fee of \$25.00. The infraction fee(s) will be deducted from the damage deposit if needed. If the fees total more than the damage deposit, the renter will not receive his damage deposit back and will be charged the difference. Please be sure this list has been completed before the end of your reservation.

- () Remove all decorations from the room.
- () Pickup all food and trash from the area(s) used.
- () Bag all trash and remove it from the facility.
- () Cleanup all spills and blot up stains from the carpet if necessary.
- () Clean Kitchen counter tops, sink, stove / oven & refrigerator (IF YOU USE THEM).
- () If used during the reservation, be sure the stove / oven is off.
- () Sweep the kitchen floor.
- () Clean all tables & chairs used.
- () If you are using the Great Room, fold up chairs / tables and return them to the storage closet.
- () Sweep the carpeted floor(s) with the vacuum provided.
- () Close any open windows.
- () If the room has window blinds, close them before leaving.
- () The bathrooms are to be left in 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. Please be sure to turn out the lights.

REMINDER

There are no utensils, dishtowels, etc. You will need to provide your own cleaning supplies, including some type of mop if needed.

If this and all rooms that you have used are not cleaned to our specifications you may not receive your damage deposit back and may also incur additional cost. Renter must be present for evaluation of premises at the end of the rental or not be able to dispute any fines incurred.

UNLESS AN EMERGENCY EXIST, IF THE FIRE ALARM IS PULLED DURING RENTAL OF THE FACILITY THE RENTER WILL BE CHARGED A MINIMUM OF \$200.00

Signature _____
(Renter)

Signature _____
(Parks Representative)

DATE _____

DEPOSIT TO BE REFUNDED WITHIN 30 DAYS