Rental Cleaning Checklist

Matt Dishman Community Center

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Prior to Rental
Initial understanding of tasks listed below

Applicant Initials

_____ Stack Chairs

_____ Wipe Down and Re-stack Tables

_____ Sweep/Mop Floors

_____ Wet-Mop Floors(spills)

_____ Bag & Place Garbage by Back Door

_____ Re-Line Garbage Can with New Bag

_____ Remove Decorations(if need)

_____ Bathrooms (after hours/excessive use)

I understand that I must adhere to the rental policies and return the room(s) to the status in-which they were when I entered the facility; and that I am subject to loss of some and/or all of the deposit as seen fit by the Rental Coordinator.

_____
Applicant Signature Date

Day of Rental
Completed tasks listed below

For Applicant Use	Rental Supervisor
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

Comments: _____

_____

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_____
Rental Suporviors Signature Date

Security Deposit: Amount returned from security deposit(if any) is based on completion of tasks that the applicant has agreed to above. Refunds are subject to approval of the Rentals Coordinator after the satisfactory inspection of the building. Refundable Portions of the deposit will be returned as follows: returned by check through mail if paid by cash or check OR returned to clients bank account if paid by a credit/debit card.

_____Full Amount of Security Deposit $_____Amount returned to Applicant

$_____Amount retained by MDCC Reason:_____