

# 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

- |                          |                          |
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Comments: \_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
Rental Supervisors 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: \_\_\_\_\_



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Healthy Parks, Healthy Portland

www.portlandparks.org Amanda Fritz, Commissioner Mike Abbaté, Director

