

(2 of 2)

After Party Cleanup/Guest Responsibility.

_____(initial) All parties end no later than 9pm, to allow for proper cleanup. Community Center closes at 10pm.

_____(initial) No Pool parties of any kind allowed at the indoor Community Center.

_____(initial) Empty all trash and replace trash bags. Trash should be gathered up and given to staff; full or not.

_____(initial) Vacuum all areas of the conference room or areas used during the event, including dance floor.

_____(initial) Clean glass doors into and out of conference rooms.

_____(initial) All tables and chairs wiped clean. Tablecloths removed and placed in bag and give to staff.

_____(initial) If kitchen was used, it needs to be left as found. Clean sink and counter tops, microwave if used, no food or beverages left behind and garbage taken out. Make sure to check the refrigerator for any leftovers you may have in there.

_____(initial) Check out with Avimor staff member, final walk through.

Signature of Renter/Date

Our goal is to ensure that all cleaning deposits are returned to the guests. We want you to have a good experience and to be able to rent the room again. Thank you!