



HALL

- Wipe down all tables and chairs
- Return tables and chairs to their original configuration on the racks
- Remove **ALL** decorations, signage, etc, including ALL tape on chairs and tables
- Sweep the floor
- Mop any spills or soiled areas
- Empty **ALL** trash containers and place trash bags **IN** dumpster outside of kitchen door
- Turn off lights

KITCHEN

- Remove all items from the refrigerator, stove, oven, and sinks
- Clean the refrigerator inside and out
- Clean all counter-tops
- Clean all sinks
- Sweep the floor
- Clean the oven and stove
- Clean any spills or soiled areas
- Empty **ALL** trash containers and place trash bags in dumpster outside of kitchen door
- Vacuum rugs in kitchen
- Turn off lights

BATHROOMS

- Remove all personal items from the bathrooms
- Sweep Floors
- Clean counter and sinks
- Make sure all toilets are flushed
- Clean any spills or soiled areas
- Empty **ALL** trash containers and place trash bags in dumpster outside of kitchen door
- Turn off lights

HALLWAYS and ENTRY WAYS

- Remove **ALL** decorations, signage, etc., including tape.
- Sweep Floors
- Clean any spills or soiled areas
- Vacuum rugs in entry-ways
- Turn off lights

OUTDOORS-Parking Lot

- Clean up any garbage left in parking lot, around the sides & back of building, the street & parking lot across the street.
- Remove all decorations & signage, etc.
- Clean up any smoking materials not disposed of in the proper receptacles.

The Renter is responsible for cleaning the Hall and must return the Hall to at least the same condition it was in prior to the rental. A clean-up checklist can be found posted in the kitchen and on the bulletin board. Clean-up can be performed in the 1-hour time frame following the event or started by 9:00 am on the day following the event and must be completed by 11:00 am. If, in the opinion of a Lent Township official, cleanup is not started at 9:00 am, Town employees will start the clean-up and charges will be made accordingly. Daytime Event renters must start their clean up immediately following the Event or the Damage Deposit will be forfeited. The Town Board may deduct from the damage deposit any repair and clean-up costs it incurs to return the Hall to the same condition it was prior to the rental. Any unused portion of a damage deposit will be returned to the Renter within 45 days of the day of the rental. If a damage deposit was not collected, or if the costs to clean and repair the Hall exceed the amount of the damage deposit posted, the Renter shall be responsible for reimbursing the Town for all costs the Town incurs to clean and repair the Hall, including all collection costs.