

GETTING BACK YOUR FACILITY DEPOSIT

Your deposit is returned if our inspection finds the following list to be done satisfactorily. If some tasks are done and not others, your deposit will be retained by the City for expenses incurred by having our janitorial service to finish the job. If you break any of the equipment you are using you will be charged for its replacement. Cleaning supplies are found in the storage closet between the men's and women's restrooms. If using City cleaning products, apparatus must be placed back in their storage closet in an orderly fashion.

KITCHEN

- stove/oven off & clean
- refrigerator empty and clean
- garbage disposal empty
- floor & counter clean
- trash removed

MAIN ROOM/MEETING ROOM

- lights & fans off
- fireplace off
- floors vacuumed
- windows closed & locked
- doors closed, locked & latched
- all decorations removed
- tables & chairs cleaned & put away
- trash removed

RESTROOMS

- counters, floors, toilets, & mirrors clean
- trash removed

GENERAL

- heating & cooling set thermostats to 60 in winter and 80 in summer (See Attached)

EXTERIOR AND TRASH REMOVAL

- remove outside decorations
- inspect grounds, parking lots & walks for trash, cigarette butts, etc.
- place all trash in dumpster
- tents must be removed
- rental furniture must be removed by 8:00 a.m. the day after rental

RENTERS ARE REQUIRED TO CALL WEST BLOOMFIELD POLICE DISPATCH AT 248-682-2104 WHEN LEAVING THE BUILDING. PLEASE INFORM THEM THAT YOU ARE LEAVING THE SYLVAN LAKE COMMUNITY CENTER AND ASK THAT THE SYLVAN LAKE POLICE DEPARTMENT BE NOTIFIED TO CHECK THE BUILDING. DROP KEYS IN MAIL-SLOT AT CITY HALL.

IF THE KEYS ARE NOT LEFT IN THE DROP BOX AT CITY HALL IMMEDIATELY AFTER YOUR EVENT, THE TOTAL DEPOSIT WILL BE FORFEITED.

ALL RENTERS WILL RECEIVE THEIR DEPOSITS AFTER KEYS HAVE BEEN RETURNED AND A FACILITY INSPECTION HAS BEEN COMPLETED.

The City of Sylvan Lake will not be held responsible for any items left behind.

Many people use this facility for special events and you will be happier if the others leave it clean for you and they will appreciate your care. Thank you.