

Sylvan Lake Community Center Rental Cleaning Checklist

This check list is designed to help you double check all areas of the facility prior to leaving. Any damage done to the facility will be billed accordingly.

Applicant's Name: _____

Date Rented: _____

Rental items need to be removed by 8:30AM the following morning.

BUILDING	Yes/No	GROUND	Yes/No
Exterior Doors Locked		Grounds and Parking Lot	
Windows & Door Pins Secured		Cigarette Butts Removed	
Vacuum Carpeted Floors		Decorations Removed	
Lights Off		Signs Removed	
Fans Off		Tent Removed	
Thermostat Setting *		Trash Emptied	
Confetti picked up			
Evidence of Nails/Screws/Pins			
All Decorations Removed			
All Rental Equipment Removed			

** return thermostat back to 60 degrees for the Winter months and 80 degrees for the Summer months.*

KITCHEN	Yes/No	RESTROOMS	Yes/No
Floors		Floors	
Sinks		Sinks	
Disposal		Counters	
Counters		Toilets	
Refrigerator/Freezer			
Microwave			
Stove Off			
Oven Off			
Trash Emptied			
Floor Drain Cleaned			

Renters are required to call dispatch at 248-975-9200 upon leaving the facility at the end of the event. Please inform dispatch that you are leaving the Community Center. They will in turn contact the Sylvan Lake Police Department and they will be ensuring that all the doors and windows are locked after you leave. If doors are left unlocked, you will be billed for it. Renters are NOT required to wait for an officer. **Please place keys in the drop box (at the front of the building) at City Hall.** *Any damage done to the facility will be billed accordingly.*

This is for your records only – No Need to Return this form to City Hall.

Regarding your DEPOSIT CHECK: The following week we will call you with a status of:

OK = We will shred your deposit check

Issues = We will let you know what they are and the fee assessed by the City Mgr.