

Rentor Responsibilities:

Please ensure the following is complete after your rental. ***Failure to do so can result in partial or full loss of your damage deposit.***

- ALL GARBAGE is to be removed from the building, and any GARBAGE OUTSIDE must also be picked up. There is a garbage bin provided outside.
- ALL TABLES & CHAIRS that were used need to be wiped down and put back where they were found.
- Any major spills on the floor need to be wiped up.
- Kitchen - please remove ALL your food & drinks from the facilities after your event. If you rented the coffee urn please clean after use.
- ENSURE ALL DOORS LEADING TO OUTSIDE of the facility rented are closed & LOCKED!!!
- If you rented porta potties it is your responsibility to have them cleaned out by a company of your choice. The bill is also your responsibility.
- LOCK THE GATE when you leave.
- KEYS MUST be returned to the administration office on the following business day.

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