



CLEAN-UP CHECK LIST FOR ALL FACILITIES

After you finish with your rental period and complete this form please return this form with your keys. Please deposit the keys and this form in the mail slot at the Fair Office.

Once our staff reviews the facility and a determination is made your security deposit will be returned via U.S. Mail, within ten days of your rental.

X

	Clean Restrooms
	Remove trash/debris on the grounds & parking areas. Place trash/debris in the dumpster at the rear of Building 1. Rinse out trash cans if necessary
	Breakdown tables & chairs place them back in the racks & return to the designated storage area.
	Refrigerator(s) are cleared of all food and liquid.
	Clean-up back porch at the rear of Building 1, if used.
	Turn off air conditioners. (Building 1 has five separate controls; Building 3 has one.
	Clean kitchen, if used. (sinks, counter tops, all utensils & equipment used and floors mopped)
	Turn off all lights, including exterior floodlights.

Building 1 renter: DO NOT UNPLUG the ice machine in Building 1.

ALL RENTERS: Lock all doors & drop this form & the key(s) through the mail slot at the Fair Office.

Renters Signature

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