



# RENTAL CLEAN-UP CHECKLIST

Renter Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

## Check all that apply for rental:

Gym:  Tables:  Chairs:  Kitchen:  Bar Area:

Outside Patio:  Meeting Rm 128A:  Meeting Rm 128B:

Complete walk-through BEFORE and AFTER the event.

Common Areas		Before Rental	After Rental	Staff Comments upon completion of event:
<input type="checkbox"/>	All Renters Equipment, Decorations, Supplies Removed (Remaining items will be discarded)			
<input type="checkbox"/>	Restrooms cleaned (Trash removed, toilets cleaned, counters/sinks cleaned, floors cleaned, hand towels and toilet paper restocked)			
<input type="checkbox"/>	Sweep/Mop corridors, if necessary			
<input type="checkbox"/>	Glass Doors Cleaned (no smudges or fingerprints)			
<i>Cleaning supplies and toiletries are located on the cleaning cart within the kitchen. The key for restocking toilet paper and paper towels is on a "2019" lanyard located in the cabinet labeled "Toiletries".</i>				

Meeting Rooms A/B		Beginning of rental	End of rental	Comments
<input type="checkbox"/>	Floors Vacuumed			
<input type="checkbox"/>	All Garbage bags placed in dumpster, and liners replaced			
<input type="checkbox"/>	Counters Cleaned			
<input type="checkbox"/>	All trash removed			
<input type="checkbox"/>	Walls cleaned			

KEY	
Use all Letters that apply	
Missing	<b>M</b>
Good Condition	<b>G</b>
Damaged	<b>D</b>
Clean	<b>C</b>
Clean Up Required	<b>R</b>
Not Applicable	<b>N/A</b>

<b>Kitchen</b>		<b>Beginning of rental</b>	<b>End of rental</b>	<b>Comments</b>
	All Sinks Cleaned			
	All Food Removed			
	Floor Swept			<i>*Brooms located in kitchen closet</i>
	Mop following food events			<i>*Mop Room located in the kitchen.</i>
	Rinse Mop and Bucket Clean After Use			
	All Trash pick-up and Garbage placed in the dumpster outside and trash liners replaced			
	All Counters Cleaned			
	Stove top and oven cleaned			
	Stove top, vent hood, and oven turned off. Food Warmers unplugged			
	Refrigerator Cleaned			
	Freezer Cleaned			
	Walls cleaned			
	Dishwasher emptied			

<b>Gym</b>		<b>Beginning of rental</b>	<b>End of rental</b>	<b>Comments</b>
	Remove all decorations			
	Sweep Floors			<i>*Brooms located in kitchen closet</i>
	Mop following Food Events Spot mop following non-food events			<i>*Mop Room located in the kitchen.</i>
	Mop and Bucket Rinsed Clean			
	All Garbage bags placed in dumpster, and liners replaced			
	Tables and Chairs Cleaned and properly stored according to pictures			
	Walls spot cleaned			
	Report any damage or breakage			
	Trash picked up around Community Center Exterior (including cigarettes)			
	Remove any tape or gum from all surfaces			
	TV turned off			
	Projector turned off			
	Screen placed in up position			

<b>KEY</b>	
<b>Use all Letters that apply</b>	
Missing	<b>M</b>
Good Condition	<b>G</b>
Damaged	<b>D</b>
Clean	<b>C</b>
Clean Up Required	<b>R</b>
Not Applicable	<b>N/A</b>

<b>Bar Area</b>		<b>Beginning of rental</b>	<b>End of rental</b>	<b>Comments</b>
	Sink and Ice bin cleaned			
	Floor Swept and mopped			
	Mop and Bucket Rinsed Clean			
	All Garbage bags placed in dumpster, and liners replaced			
	All Counters cleaned			
	Microwave cleaned inside and out			
	Light in the beverage cooler turned off			
	Walls cleaned			

<b>Patio</b>		<b>Beginning of rental</b>	<b>End of rental</b>	<b>Comments</b>
	All Trash pick-up and Garbage placed in dumpster and liners replaced			
	Tables and Seats Wiped off			
	Cigarette butts picked up and containers emptied on Patio including area over fence in the grass			
	Report and damage or breakage			

<b>Inventory</b>	<b>Rented</b>	<b>Returned</b>	<b>Comments</b>
# Tables in Gym Area			
# Chairs in Gym Area			
# Tables for 128A			
# Chairs for 128A			
# Tables for 128B			
# Chairs for 128B			

<b>KEY</b>	
<b>Use all Letters that apply</b>	
Missing	<b>M</b>
Good Condition	<b>G</b>
Damaged	<b>D</b>
Clean	<b>C</b>
Clean Up Required	<b>R</b>
Not Applicable	<b>N/A</b>

**Items Reviewed with City Staff:**

- ❖ Doorways, hallways, and emergency exits may not be blocked for any reason at any time.
- ❖ Tables and chairs cannot be used outside of the Community Center Building
- ❖ All fire alarm and fire suppression equipment may not be blocked for any reason at any time.
- ❖ Renter and guests may not disturb the peace of any other occupant or member of the public. Lancaster County Sheriff Deputy's or the City of Hickman's employees may enter the building and event at any time during use of the facility. Renter agrees to immediately remove any individual violating this policy from the facility and understands that the City Staff or Law Enforcement may terminate the event if peace cannot be restored by the removal of an individual or would require the removal of more than one individual.
- ❖ City of Hickman facilities and uses are subject to the Americans with Disabilities Act and the renter agrees to comply with the ADA requirements. All requests for accommodations can be made by contacting the City of Hickman at 402.792.2212.
- ❖ Only certified service animals are permitted in the Hickman Community Center. This condition may be waived in rare circumstances for certain events upon prior arrangement with the City and payment of an additional security deposit in an amount to be set forth depending on the size and number of animals, at a minimum of \$500. Renter is responsible for all damage caused by animals, including service animals.
- ❖ Lock/Unlock Building Doors. Secure the building and ensuring follow up all exits are secured upon leaving the event. *The doors are scheduled to lock and unlock at the specific times requested by the renter on the Rental Application.*

**BEFORE EVENT:** I have reviewed and agree to all terms and current conditions of each pertinent building area(s) as outlined above.

**RENTER BEFORE EVENT Signature:** \_\_\_\_\_ **Time-In:** \_\_\_\_\_

**Facility Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AFTER EVENT:** I have completed a walk-through of the facility and performed the tasks stated above. Everything has been left in good order, as it was found, except as noted above. By my signature below, I am acknowledging cleanliness and condition of the facility and equipment after the rental group activity.

**RENTER AFTER EVENT Signature:** \_\_\_\_\_ **Time-Out:** \_\_\_\_\_

**Facility Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***The completed Rental Clean-up Checklist must be signed by the renter and left in the same location following the scheduled event.***