



## Isanti Community Center Clean-Up Form

Please inspect the Community Center upon your arrival and complete this checklist at the end of your rental. The amount of the damage deposit refund will be determined only after this form has been received and an inspection by City staff has been performed.

Return this form along with your key to City Hall, a drop box (Utility Payments) is located outside of the main city hall entrance for your convenience after regular office hours.

Please report any damages (broken or bent tables, chairs, etc.) upon arrival:

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**Checklist:**

If you have pre-paid to have the facility cleaned as part of your rental, you are still responsible for items with a star ★ below.

	Floor vacuumed
	Kitchen floor and walkway mopped
	Chairs neatly stacked where found
	Return tables to original location SEE BACK FOR DIAGRAM
	Bathrooms cleaned and trash taken out
	Tables cleaned off and wiped down
	Empty trash containers into outside dumpsters
	Remove all tape and decorations from ceilings, walls, and tables
<b>KITCHEN PROCEDURES</b>	
	Clean and wash all counter tops, sinks, and stove
	Clean and wash off grill (if used)
	Empty all trash and garbage cans into dumpster outside
<b>ON YOUR WAY OUT</b>	
	Turn off all lights ★
	Pick up trash in parking areas
	Check that all doors are locked ★

Please report any damages (broken or bent tables, chairs, lights out, etc.) after your rental:

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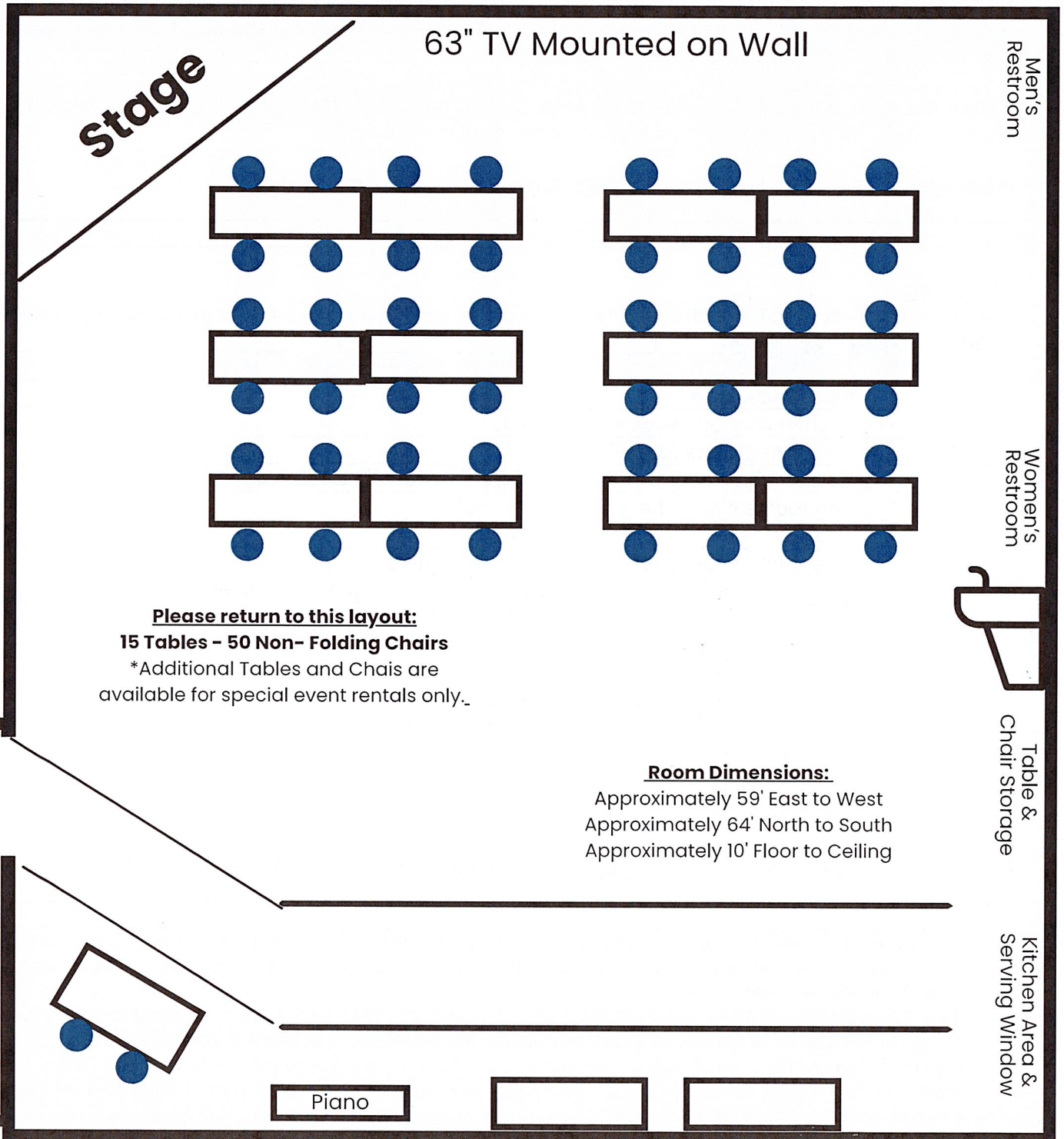
- Replacement charges for damaged and/or broken property will be as provided in the Rental Agreement for the Community Center. All other items will be billed to you at the replacement cost, should those items exceed the damage deposit amount provided.
- If the Community Center key is not returned within forty-eight (48) hours following the event, a no key return charge of \$250.00, plus tax will be deducted from the damage deposit or billed to you.
- If additional cleaning is necessary, a minimum charge of \$55.00 per hour, plus tax may be billed to you.
- Thank you for helping us to take care of this building. We are pleased that the City of Isanti is able to make such a facility available to you for your event.

Additional comments: \_\_\_\_\_

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<b>RENTER (Sign):</b>	<b>DATE OF EVENT:</b>
(Print Name)	

# Isanti Community Center Layout



**Reminders:**

- Tacks, pins, nails are not allowed.
- You can use painters' tape or 3M command hooksto hang items on the walls.
- Confetti, rice, papershredding machines, fog machine, bubble machine are not allowed.
- Liquids that may stain the carpetare not allowed.
- Room must be returned to thislayout after event.
- Room must be cleaned; tables/chairs wiped down, floors vacuumed/mopped, kitchen area cleanedup.
- ICC Clean-Up Form and Key must be returned to City Hall.
- \*Piano cannot be moved.