



THE LION ROOM

- CONFERENCE CENTER -

- Please acknowledge that you agree to the following items by checking each box below:
- We appreciate your effort to help us keep our facility in excellent order for the next client.
- Unless a cleaning package is purchased, Renter is responsible for the following items.

- All of the below items must be completed to receive a *full* deposit credit.
- Please ensure that no tables and chairs are leaned against walls.

- Take trash to Green Trash bins outside after the event.
- Sweep and mop Bathrooms. Vacuum all rooms used (hallway, banquet room, conference.)
- Use cleaning spray to clean bathroom sinks, toilets, mirrors, and urinals.
- Wipe down tables, chairs and counter tops that were used and remove any food or drink spots
- Check parking lot, sidewalks and deck areas for any trash.
- Please report any broken items, stains, spills, or gum or food in the carpet*

- Turn off all lights.
- Lock all exterior doors and exit through the exterior banquet room door. It locks automatically.
- Leave key on the water fountain inside.

We sincerely thank you for your help! – See you next time.

Signature _____ Date _____

Printed Name _____