



Thank you for treating The Meeting Point with as much love that has been poured into the space!

We simply ask that it's left in the same way as when you arrived for your event and out of courtesy for our next guests.

If there was any damage, please report it by calling **256.572.1525** or **256.558.2024** or **256.400.8487** as soon as possible. The Meeting Point is not responsible for any lost/stolen items left behind after an event, but if we do find anything, we'll do our best to notify you! We hope you enjoyed your time here and look forward to hosting you again!

Thank you for your business!



Brooms, mops, Shop Vac, steamer, and other cleaning supplies are located in the labeled cabinets inside the storage room.

Food Prep / Kitchen Area

- Wipe down counters
- Empty refrigerator and freezer - Wipe down the inside to clean up any spills if needed - Wipe the outside with stainless steel spray and microfiber towel to remove any fingerprints
- Empty cabinets/storage space of any belongings
- Wash coffee-maker, drink dispensers, and serveware if used
- Wipe inside and outside of the microwave if used
- Return cleaning instructions to designated spot

Tables / Surface Areas

- Spray Dawn Powerwash (under kitchen sink) to pretreat any stains on table linens
- Strip tables and put dirty linens in designated Scout bag located in the storage room
- Wipe down any visibly dirty chairs

Technology

- WiFi Password: heavytruck439
- Leave speaker powered on
- Return projector & screen to storage room if used (secure screen on hook)
- Return TV, karaoke speaker, & microphones to storage room if used

Floors

- Sweep floors in kitchen, bathroom, and main event area
- Mop up any spills or other areas where needed
- If needed, use Shop Vac to pick up any spills - Empty Shop Vac when done

General Area

- Turn off all lights
- Empty all garbage, including bathroom, into large trash can located in hallway
- Take trash to dumpster located around back
- Ensure front door is locked - Push the door in and press the Schlage logo
- Remove any adhesive materials/residues

Furniture

- Leave 20 chairs stacked against the wall in main event space - Two stacks of 10 chairs
- Return all other tables and chairs to their designated spots in storage room

