

# RIVERVALLEY COMMUNITY CENTER

## RENTAL EXIT CHECK LIST

Please follow the Exit Checklist before leaving the facility.

As the Renter, you are responsible for guest(s). **Please leave the facility in the same condition in which it was upon entry.** Should the facility be left in unsatisfactory condition, your security deposit **will not** be returned.

1. All lights are automatic in the gym area and bathrooms. The stage lights are turned on and off manually, please turn them off before leaving the building.
2. All tables and chairs are to be cleaned of any food and dirt; broken down and put back on the risers.
3. The floors must be cleaned of any dirt, food and/or scuff marks.
4. Bathrooms must be left in a good clean condition.
5. The thermostat for the heat and air conditioning is pre-programed, please do not prop open the doors to the outside. The heat/air conditioning is running. You will lose your security deposit.
6. All trash cans, including bathroom trash, must be emptied and a clean plastic bag put back in the cans.
7. The trash must be put in the large containers in the back of the building.

After your rental, please make sure the all doors are fully closed.