Tenant: _____   Event Date: _____

Room(s): _____   Clean up begins: _____

CITY OF ANAHEIM - BROOKHURST COMMUNITY CENTER - FACILITY RENTAL CHECK OUT LIST

We are supplying you, the Tenant, with the following check list to assist you in complying with our clean up requirements. In order to receive a refund of your deposit you must read and sign this form both at the start of your function and again upon completion of your function. **THIS FORM MUST BE COMPLETED AND RETURNED TO THE STAFF MEMEBER ON DUTY. FAILURE TO DO SO WILL RESULT IN THE LOST OF YOUR DEPOSIT AND POSSIBLE ADDITIONAL CHARGES.**

Before - Multipurpose Room	*Description*	*After - Multipurpose Room*
[ ] Trash	Place in containers inside room. After event, place bags of trash into dumpster outside of kitchen. All boxes must be broken down.	[ ] Trash
[ ] Tables & Chairs	Wiped and left clean of food and debris.	[ ] Tables & Chairs
[ ] Floor	Mop up liquid and food spills. Sweep floors of debris.	[ ] Floor

Before - Kitchen	*Description*	*After - Kitchen*
[ ] Food & Utensils	Remove all food and beverages from refrigerator and warmers.	[ ] Food & Utensils
[ ] Sinks & Counters	Clean and dried.	[ ] Sinks & Counters
[ ] Refrigerator	Clean inside and outside.	[ ] Refrigerator
[ ] Food Warmers	Clean inside and outside.	[ ] Food Warmers
[ ] Floor	Mop up spills, sweep floor of debris.	[ ] Floor

Before - Outside	*Description*	*After - Outside*
[ ] Patio & Sidewalks	Dispose of trash and cigarette butts in trash receptacles and placed into dumpster after event.	[ ] Patio & Sidewalks

Before -Restrooms	*Description*	*After - Restrooms*
[ ] Men's & Women's	All trash and paper must be in trash can.	[ ] Men's & Women's

Before -Lobby	*Description*	*After - Lobby*
[ ] Lobby Entrance	All debris, decorations, and trash must be placed in trash receptacles provided.	[ ] Lobby Entrance

Staff will make periodic inspections of facility during rental usage to ensure group(s) are in compliance with policies and procedures. Any problems will be reported to rental group representative for immediate corrective action. I, the undersigned, understand and accept the requirements listed above. I authorize: _____to act on my behalf regarding facility clean up in my absence.

Staff Comments: _____

_____   _____
Staff Signature - Check In   Staff Signature - Check Out

_____   _____
User Signature - Check In   User Signature - Check Out