

USE OF FACILITIES AGREEMENT AND INFORMATION
Prusso Community Center
Rental Cleaning Checklist

All areas in use at the time of rental must be clean and in satisfactory condition at the time of closing the event. Custodian on duty will inspect and review each area with renter at the time of closing. Failure to clean up will automatically forfeit the deposit.

LOBBY/HALLWAYS

- Empty Trash: Re-Line Trash Containers with new trash bags

MAIN HALL/ MULTI-USE ROOM

- Put all chairs and tables in closet
- Sweep and mop gym floor
- Clean stage area
- Empty trash; re-line trash containers with new trash liners
- All decorations must be taken down
- Stairwells must be cleaned and vacuumed
- Sweep top row of bleachers

BATHROOMS

- Empty Trash; reline trash container with trash liners
- Sweep and mop floors
- Clean toilets and sinks
- Clean mirrors
- Clean all graffiti off walls and stalls

OUTSIDE AREA

- Perimeter and parking lots clean