

Mercer Community Center

Clean-up Check List

As part of your rental agreement, we ask you to do your part in the general up keep of the Community Center. In order to receive your **\$150.00 security deposit back** each renter must clean the area of the center that you are renting and return it to its original condition.

Duties:

- Restrooms **MUST** be cleaned (this includes removing the trash)
- Sweep and mop floors in all areas used (including entryways and bathrooms)
- Wash down tables and benches (if used) and return them to where you found them
- Wipe down chairs, return them to chair rack and put the rack back where you found it
- Put all furniture back to the original layout (when applicable)
- Remove all decorations from walls and floors (if balloons float to the ceiling don't worry)
- Pickup and remove **ALL** trash. Don't forget the bathroom! (if you brought it in, take it out)
- Close and lock all windows and doors

As a reminder: there is **NO SMOKING, NO CONFETTI, NO FIRE, NO ALCOHOLIC BEVERAGES (unless served by a licensed caterer) AND NO STRUCTURES (bounce house, etc. not attended by a licensed operator)** allowed in or around this facility.

Thank You and we hope you enjoy the use of our facility for your event!

Before you leave, Did You....??

- Turn off the **heat** in Gym (if applicable)
- Take **all** of your trash with you
- Turn off all **lights** in rental room and bathrooms
- Pull on door handle to make sure it's locked when leaving

**In case of an emergency or an issue with the building please call
Nancy Gove at (207) 431-3443**