

**Potawatomi Park, Inc  
PAVILION RESERVATIONS**

(CLEAN UP CHECK LIST)

THE FACILITY MUST BE RETURNED TO ITS ORIGINAL CONDITION AFTER RENTAL

If any of the tasks below are not completed, each infraction will cost the renter a fee of \$25.00. The infraction fee(s) will be deducted from the damage deposit if needed. If the fees total more than the damage deposit, the renter will not receive his damage deposit back and will be charged the difference. Please be sure this list has been completed before the end of your reservation.

- ( ) Remove all decorations from the room including all tape fragments.
- ( ) Pickup all food and trash from the area(s) used.
- ( ) Bag all trash and remove it from the facility. The dumpster is located near the Interpretive Center. Bags are in the kitchen.
- ( ) Cleanup all spills.
- ( ) Clean Kitchen counter tops, microwave oven, & under-counter cooler (IF YOU USE THEM).
- ( ) Sweep the pavilion floor.
- ( ) Clean all picnic tables, tables & chairs used. Return picnic tables to original locations.
- ( ) Return chairs & tables to the storage room if used.
- ( ) Leave the bathrooms in an orderly fashion. For example – no soap on counters, paper towels/ toilet paper on floor, or paper towels in the toilet. Mop the floors if needed.
- ( ) Return key if provided with one at the previously arranged time.

**REMINDER**

There are no utensils, dishtowels, etc. You will need to provide your own cleaning supplies. A mop is located in the storage room.

If this facility is not cleaned to our specifications you may not receive part or all of your \$300.00 damage deposit back and may also incur additional cost. Renter must be present for evaluation of premises at the end of the rental or you will not be able to dispute any fees incurred.

Signature \_\_\_\_\_  
(Renter)

Signature \_\_\_\_\_  
(Parks Representative)

DATE \_\_\_\_\_

**DEPOSIT TO BE REFUNDED WITHIIN 30 DAYS**