

Sylvan Lake Community Center Rental Cleaning Checklist

This check list is designed to help you double check all areas of the facility prior to leaving. Any damage done to the facility will be billed accordingly.

No parking on the grass

No candles, balloons, pins, tacks, tape on the walls, red wine

No Chinese Lanterns, fireworks and open burning

THE FOLLOWING MUST BE COMPLETED IMMEDIATELY AFTER THE EVENT – (cannot wait until the next morning)

Pick up cigarette butts around the building

Temperature set to 60 (winter) or 80 (summer) depending on Season

Leave tables and chairs out as you had set up - Wipe down

Vacuum the floors

Take items out of the refrigerator

Run the garbage disposal & clean floor drain

Mop the kitchen

Make sure oven is OFF

Check bathrooms for debris on counters and floors

Lights & Fans off

All trash taken to dumpster

Lock and secure (pin) Doors

Keys in the drop box at City Hall

POSSIBLE FORFEIT FULL DEPOSIT - Any damage done to the facility will be billed accordingly.

Early access without prior approval and fee paid

Parking on grass

Guest on privately owned docks

Music outdoors

Furniture outdoors (only white chairs allowed)

Balloons caught in ceiling fans

Doors not secured – *pinned and locked*

Windows not locked

Rental items not removed by 8:00AM the following morning

Keys not dropped off immediately following the event

Tampering with the projector and/or sound equipment.

Renters are required to call dispatch at **248-975-9200**

upon leaving the facility at the end of the event.

Please inform dispatch that you are leaving the Community Center.

Regarding your DEPOSIT CHECK: The following week we will call you with a status of:

OK = We will shred your deposit check

Issues = We will let you know what they are and the fee assessed by the City Mgr.