



Town of Alpine Civic Center Cleaning Instructions

Due to the heavy volume of use at the Civic Center we have rules and regulations that need to be followed. As you know, you want the Civic Center to be clean and nice for your use, so does the person that rents it after you. Often the Civic Center will be used twice in the same day and/or the next day, morning, or evening after your use so it is a must that it is cleaned! The following is a check list of things that need to be done to receive your full deposit back. **Please acknowledge your acceptance of this agreement by signing your name at the bottom of the page.**

KITCHEN:

- Sweep & Mop Floor
- Wipe down counter tops and cabinets
- Clean sinks, stove,
- Wipe down microwave (if used)
- Wipe down refrigerator inside & out (if used)
- Garbage Emptied & Taken to the Outside Receptacle
- Turn all lights off

The Town Does Not Supply Any Paper Products And/or Any Cooking Materials

HALL/FOYER AREA:

- Sweep & Mop Floor
- Vacuum Rug in Foyer
- Garbage Emptied & Taken to the Outside Receptacle
- Turn Lights Off

AUDITORIUM/GYM:

- All chairs and tables returned to proper storage closet
- Sweep & Mop Floor
- Garbage Emptied & Taken to the Outside Receptacle
- Do not touch thermostats – (Heat & Thermostats are maintained by Maintenance Crew)
- Turn Lights Off

RESTROOMS:

- Clean/sinks and toilets
- Wipe down counter tops
- Sweep & Mop Floor
- Garbage Emptied and Taken to the Outside Receptacle

CONFERENCE ROOMS:

- Vacuum Carpet in Room(s) Used
- Garbage Emptied & Taken to the Outside Receptacle
- Close and Lock Up Cabinets Utilized
- Turn Lights Off

OUTSIDE:

- All Items will be removed from Property
- Park Areas will need to be free of garbage
- All Garbage & Ashtrays shall be emptied
- Park Lot will need to be free of garbage
- Lock Building up before Leaving

Thank you, Town of Alpine Staff

I _____, have read and received a copy of the cleaning instructions and will do the above agreed upon items in order to receive a **refund; be it a full or partial refund depending upon Alpine Town Staff Inspection and building review.**

SIGNATURE: _____

DATE: _____