DEPOE BAY COMMUNITY HALL
Checklist For Community Hall Users

This List is Provided as a Reference and Guide to Help Insure Refund of Your Deposit
Thank You!

Facility Cleaning Instructions

- Utensils, Pots and Pans - Cleaned and Stowed In Cabinet ☐
- Counters, Sink, Oven, and Stovetop - Cleaned ☐
- Vinyl Floor - Sweep and Mop ☐
- Hardwood Floor - Sweep and Mop ☐
- Food - Removed from Refrigerator ☐
- Garbage Interior/Exterior - Disposed in Dumpster Outside N. side of Building (Close Lids) ☐
- Cleaning Supplies - Stowed in W. Storage Closet ☐
- Decorations and Fasteners - Removed ☐
- Tables and Chairs - Cleaned and Stowed in Closet ☐
- Lights and Heat - Turned-Off ☐
- Front and Back Doors - Locked ☐
- Picnic Benches - Cleaned and Located in S. Parking Area ☐
- Exterior - Sweep Entry Ramp and Back Deck, Pick-Up Debris in Parking Lot/Yard Area ☐

Please Note:

No Nails or Staples are to be Used to Hang Interior/Exterior Decorations (Tape Only Please)
Missing or Damaged Items will be Charged Against Deposit
All Cleaning Supplies in the W. Storage Closet
Open Restroom Doors before Leaving
Return Keys to City Hall - Deposit will be Retained if keys are not returned

Report Any Damages or Maintenance Issues Below

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