



**CLOSE**

- PLEASE empty and dispose of trash in the dumpster out back and reline with a clean trash bag.
- PLEASE empty the **RECYCLE** can when full; tie bag and leave in the kitchen. Reline with a clean trash bag.
- Sweep kitchen, main floor, and bathrooms. If something sticky has been spilled, please be sure to clean it up with a wet cloth.
- Wipe down plastic tablecloths after use and leave on tables.
- PLEASE be sure the burners, oven, and hot water heater are **OFF** when you leave.
- PLEASE leave the kitchen as clean as you found it.

**OUTDOOR PAVILION**

- Wipe down picnic tables after use.
- Clean grill after use.
- Pick up any papers etc. on the grounds (empty trash as above).
- Be sure to turn **OFF** fans and lights and roll up the blinds before you leave.

***Thank you! CLIA Board***

I agree to the terms of the CLIA Rental Agreement, including the Opening and Closing List and will be responsible for the regulations and guidelines as stated above.

RENTAL DATE: \_\_\_\_\_

RENTAL TIME: \_\_\_\_\_ TO \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

RENTER'S NAME (please print): \_\_\_\_\_

RENTER'S ADDRESS (for deposit return): \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

RENTER'S SIGNATURE: \_\_\_\_\_