



Hall Rental Cleaning/Key Return Agreement

Renter agrees to perform a full clean-up of the hall and return the key(s) within 24 hours after the event or forfeit the \$250.00 required deposit.

HALL CLEANING:

- Sweep and mop floors-including hall, kitchen, and bathrooms
- Wash, wipe clean, and/or put away areas and items used
- Wipe clean and put away all chairs and tables
- Clean bathroom toilets, sinks, countertops, and mirrors
- Remove all materials and decorations used for activity from walls and ceilings
- Empty all trash containers, replace trash bags, and place all trash bags in the dumpsters located outside of the building. **Do not leave trash bags outside The Doors Of The Hall.**
- Pickup any trash left outside of the building by activity participants and place in dumpster.
- Remove all perishable food or food items with open containers **DO NOT Leave in Refrigerator/Freezer.**
- Check all doors and windows to make sure they are shut and locked.

Key Return (if applicable) Key must be returned within 24 hours after event.

of Keys Issued _____ No Keys Issued

If Key(s) Issued: Date: ____/____/____ To _____
(Organization/Responsible Person)

Key(s) Returned: Date: ____/____/____ To _____
(NVC Representative)

Deposit Refundable: Yes No

Deposit Refunded Via Check Number: _____ & Date Issued: ____/____/____

Deposit Retained for the Following Reason(s):

By my signature I agree to the terms stated in this Hall Rental Cleaning/Key Return Agreement.

(Organization/Responsible Person Name & Title)

Signature

____/____/____
Date

(NVC Representative and Title)

Signature

____/____/____
Date