

TOWN OF SHADY SHORES
FACILITY RENTAL
DEPOSIT REFUND CHECK LIST

1. MOVE FURNITURE BACK TO ORIGINAL LOCATION _____
2. CLEAN KITCHEN AND REMOVE FOREIGN ITEMS _____
3. PICK UP ALL DEBRIS FROM CARPET _____
4. TURN OFF ALL LIGHTS AND CEILING FANS _____
5. REPORT ANY DAMAGE OR ISSUES TO TOWN _____
6. REMOVE ALL PERSONAL BELONGINGS _____
7. CHECK RESTROOMS FOR CLEANLINESS _____
8. EMPTY TRASH CANS _____
9. VACUUM THE CARPET (VACUUM AVAILABLE) _____

RETURN CHECK LIST TO TOWN REPRESENTATIVE
REFUND CHECK WILL BE MAILED IN TWO WEEKS