

The Barn Rental Cleaning Checklist

Thank you for renting The Barn! We are happy that you have chosen to use our community facility.

We ask that you please be respectful of this community facility and leave it in the same condition that you found it.

Below is a general checklist of tasks to be completed to ensure the facility remains in good condition. As noted in Rental Agreement, if damage occurs or additional cleaning is necessary by city staff, you will be responsible for those charges.

Cleaning Checklist:

- Pick up trash in all areas that were used (upstairs, main floor, restrooms, outdoors)
- Empty trash cans into dumpster
- Clean up any spills (broom and mop in utility closet)
- Close garage doors if at park close (10:00 p.m.)
- Put away tables and chairs in upstairs closets
- Turn off all lights (outdoor lights are on motion sensors)
- Close bathroom doors
- Close all windows
- If fire pit is used, ensure fire is out before leaving
- If upstairs is used:
 - Upstairs windows closed and locked/secured
 - Upstairs fan off and unplugged
 - Upstairs ladder (to access fan) stored in closet

As a reminder, keys must be returned to City Hall the next business day following the rental.

Thank you!