

## **DUTIES TO BE COMPLETED ON OR BEFORE TERMINATION TIME**

The following duties must be completed by the Lessee on or before the termination time listed in the Lease Agreement. Lotus Moments Business Manager shall check the premises within 24 hours of the termination time to determine whether the following duties have been completed and whether the Hall has been left in satisfactory condition by the Lessee. This “checklist” will be utilized by Lotus Moments Business Manager as he/she inspects the Hall.

### **Main Hall**

1. Chairs and tables
  - Wipe clean
  - Place in their original location (see attached diagram), with the chairs set up around the tables (not stacked on top of tables)
  - Extra chairs or tables should be folded and placed in their designated location
2. Floor
  - Swept
  - If soiled, scrub with cleaner located near the utility sink in the storage room. The scrub bucket should be filled at the utility sink with the hoses. The scrub water must be kept clean during the scrubbing and the scrubbing shall be done with clean mops. Remain off the floor when wet.
  - The chairs may be folded and laid carefully against the wall or placed on the tables during the sweeping and scrubbing of the floor. The chairs should be placed back around tables after floor is dry.
3. Windows – clean as necessary

### **Prepping area for caterer**

1. Floor
  - Swept
  - If soiled, scrub with cleaner located near the utility sink in the storage room. The scrub bucket should be filled at the utility sink with the hoses. The scrub water must be kept clean during the scrubbing and the scrubbing shall be done with clean mops. Remain off the floor when wet
2. Garbage
  - Remove all garbage and place in dumpster inside the building
  - Clean garbage cans as needed
  - Place clean garbage bags in garbage cans
  - Remove all cans, kegs, etc.
3. Dishes/Utensils
  - Wash
  - Return to proper location within the kitchen
4. Clean counters and sinks
5. Clean appliances (as necessary)
6. Dirty towels are to be placed in the laundry bag for us to wash. Unused clean towels are to be placed in the original location.

## **Storage Room**

1. Floor
  - Swept and cleaned (as needed)
2. Garbage
  - Remove all garbage and place in dumpster behind building
  - Clean garbage cans as needed
  - Place clean garbage bags in garbage cans
  - Remove all cans, kegs, etc.
3. Clean all surfaces (tables, counters, etc)

## **Bathrooms**

1. Floor
  - Swept
  - If soiled, scrub with cleaner located near the utility sink in the storage room. The scrub bucket should be filled at the utility sink with the hoses. The scrub water must be kept clean during the scrubbing and the scrubbing shall be done with clean mops. Remain off the floor when wet
2. Garbage
  - Remove all garbage and place in dumpster inside the building
  - Clean garbage cans (as needed)
  - Place clean garbage bags in all garbage cans
3. Clean all toilets, sinks, counters and mirrors
4. Restock toilet paper, paper towels and soap, as necessary

## **Outdoors**

1. Remove all cans, garbage, etc.
2. Sweep sidewalks as necessary

## **General**

1. Shut all windows.
2. Lock all doors.
3. Turn off all lights.
4. Remove any items you brought into the Hall or onto the Hall premises. Lessees may leave items at the Hall to be picked up the next morning before 9:00 a.m. However, the Lessee should check with the Lotus Moments Business Manager to determine whether there are events the next day at the Hall and if so, have all items removed prior to the start of that event.
5. Return all thermostats to 50 degrees in the winter months. Turn off all thermostats during the summer months.

Please see attached diagram for locations of lights and thermostats.

If any duty on the checklist is not completed, the Lotus Moments Business Manager will hire a cleaning service to complete the duty. The Lotus Moments Business Manager will also hire persons to repair any damages. The fees the Lotus Moments Business Manager incurs to return the Hall to satisfactory condition will be taken from the Lessee's damage and/or cleaning deposit. Any amount remaining from the damage or cleaning deposit will be returned to the Lessee within thirty (30) days of the completion of any work necessary to return the Hall to satisfactory condition.

16. **FUTURE USE.** Failure to abide by these Rules and Regulations may result in the Lessee's future use of the Hall being denied and/or restricted.

By signing below, you understand and agree to these terms listed on the previous pages.

Client \_\_\_\_\_ Date \_\_\_\_\_

Lotus Moments \_\_\_\_\_ Date \_\_\_\_\_