

**Venice on the Bay Community Hall**  
**Cleaning Checklist**

\*The entire \$150 deposit will be withheld if the Hall is not satisfactorily cleaned.\*

A withheld deposit also results in the restriction of future rentals. You have the option to use the deposit for cleaning services and leave the hall as is after your event. A minimum of 3 hours notice prior to the end of your event is required to allow VOB to arrange the service.

Rentals end at midnight of the event and premises must be cleaned and vacated by midnight. The Hall takes about an hour and a half to properly clean for one person, less if you have help. Please use this checklist to avoid any problems. This hall is run solely by volunteers and proper clean up is required.

**THE HALL MUST BE LEFT READY FOR THE NEXT RENTAL**

**Main Hall**

- Trash cans emptied and bags replaced
- All tape removed from walls, tables and chairs
- Chairs replaced on chair cart
- Tables wiped clean and replaced against side walls (picture on the left of kitchen door)
- Rugs shook out/ swept
- Floors swept and mopped
- Any shoe/scuff marks removed

**Kitchen**

- Sink, counters and tables wiped clean
- Refrigerators, stove and microwave empty and wiped clean
- Floor swept and mopped

**Bathrooms**

- Toilets and sink wiped down and clean (under toilet seats and bowl as well)
- Trash cans emptied and bags replaced
- Floor swept and mopped

**Outdoors**

- Decorations and tape removed
- Trash and cigarette butts cleaned up from parking lot and grounds
- Trash cans correctly lidded, secured and neatly around back

**\*Helium tanks can not be left at the Hall. Must be taken with you\***

AA County garbage collectors will not take them and will pull them out of tied garbage bags if it's attempted to conceal them.