

Meeting Room



Cleaning Agreement

The City of Everett Parks and Recreation Department requires the renter of said facility to clean the facility before vacating the premises (within their rental hours), and restore it to the manner in which it was found upon their arrival. Failure to comply will result in the loss or partial loss of their cleaning/damage deposit.

It will be the responsibility of the renter to ensure that:

1. Clean all table tops.
2. Return tables and chairs to original position.
3. Remove all decorations, tape, tacks, etc.
4. Clean counters, stove, and refrigerator where applicable.
5. Rinse out coffee makers, washing stems and baskets, where applicable.
6. Bagged garbage should be left in garbage containers for pickup by Park personnel. (If containers are full, leave bagged garbage in kitchen, making certain bags are tied securely and will not leak.)
7. Remove all personal belongings; no next-day pickup is allowed.
8. Vacuum all carpeted areas; damp mop all non-carpeted areas.
9. Clean debris such as cigarette butts, etc., from paved areas at hall entrance.
10. Turn out lights.
11. Lock doors and return key to the Recreation Office the next business day.

Signature of Renter

Facility _____ Date of Use _____

