

## KCFA Cleaning Checklist

Client's Name: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Rental Areas:            Pavilion        New Hall        Old Hall        Exhibit Hall    Rodeo Arena    Outdoor Bar    Lower Parking

Other: \_\_\_\_\_

Problems or Damages: \_\_\_\_\_

\_\_\_\_\_

Halls	Cleaned	N/A	Initial	KCFA	Initial
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Clean & return tables to their proper positions					
Clean & return chairs to proper positions					
All trash removed from cans					
All trash must be placed inside dumpster not outside					
Sweep Floors					
Mop up any spills or drainage					
All decorations removed					
Remove all hangers i.e. tape, staples, nail, string					
Heaters turned off if used					
All lights and fans turned off at end of night					

Outdoor Areas	Cleaned	N/A	Initial	KCFA	Initial
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Pick up trash from parking area used					
Pick up trash from outdoor areas used					
Clean tables and chairs as needed					
Return tables and chair to designated area					
Pavilion swept if used					
Outdoor bar cleaned if used					
All lights and fans turned off					

Miscellaneous	Cleaned	N/A	Initial	KCFA	Initial
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No smoking inside buildings					
Properly dispose of all cigarette butts					
Fire Extinguishers intact (\$100.00 fee if not)					

Note: If any of the above items are not completed, the security deposit will be subject to a reduction in the amount returned at the discretion of the KCFA Board of Directors and the Facility Rental Director.

Lessee Signature: \_\_\_\_\_ (Must be the person renting or a legal representative of the organization executing this agreement.)

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

KCFA Director Signature

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
KCFA Position