



Closing Check-list

for Rental Groups

1. Kitchen:
 - Wash and put away dishes.
 - Sweep and mop floor.
 - Replace any Playhouse supplies you used; do not take anything from the kitchen that you did not bring in yourself.

2. Lobby:
 - Sweep and mop floor.

3. Back Stage:
 - Pick up all trash and belongings.
 - Vacuum.

4. Stage:
 - Sweep and pull up any tape you may have used.

5. Theater:
 - Sweep under and around chairs on the audience risers.
 - Sweep and mop main floor.

6. Trash cans:
 - Take away all garbage, then put new bags in the trash cans.

Please check off each item as it is completed, sign this form upon completion, and give it to a Playhouse representative, if one is present, or leave the form in the office – on the desk nearest the door.

***** READ THE OTHER SIDE OF THIS FORM BEFORE LEAVING THE PLAYHOUSE *****

The return of your full deposit is dependent upon your group restoring the Playhouse to the same level of cleanliness as it was when you received it.

Please remove all garbage. We charge \$8 for every full or partial garbage can or bag of garbage left here. Also, if the Playhouse isn't cleaned thoroughly, we will clean it ourselves and charge you \$20 per hour for our staff to clean it. This charge will be deducted from your deposit.

Notes: The broom, dustpan, mop and bucket are in the janitor's closet near the long couch. The vacuum cleaner/shop vac is backstage. Garbage bags are in the kitchen under the counter. The Playhouse staff will take care of the bathrooms and the hallway. Empty dirty mop-water into the men's toilet. Return the mop, bucket, broom and dustpan to the janitor's closet.

When the cleaning is done, make sure the back door is locked, turn off all the lights and lock the front door. For more detailed information about the lights, etc. look in the drawer in the kitchen for the white binder that says: Clean-Up Checklist.

Your Group's Name: _____

Responsible person: _____ Phone: _____

Date: _____

Important Phone Numbers:

Dave and Jackie: Home – 668-9759; Cell – 601-2170

Fhyre Phoenix: Home – 826-7367