

EXHIBIT A
BOW LAKE COMMUNITY CLUB FOR
THE BOW LAKE GRANGE HALL

CLEAN-UP CHECKLIST

Thank you for leasing the Bow Lake Grange Hall for your special event. Please assure that the list below is accomplished before you leave the building. The Building Administrator will conduct an inspection prior to returning your Security Deposit. If the condition of the Hall is unsatisfactory, you can correct the problem immediately or choose to be charged \$25 per hour for professional cleaning services to be rendered (minimum of 2 hours).

1. All trash picked up and removed from the Hall, kitchen, bathrooms, and outside of the building.
2. All chairs and tables back in their proper places. Chairs upstairs stacked 5 high maximum. DO NOT stack chairs in front of windows.
3. All decorations removed including all tape, streamers, etc.
4. All floors swept, vacuumed and mopped (only with clear, warm water). This includes under all floor mats. If used, sweep the front porch.
5. All bathrooms left clean, including trash removed.
6. All doors and windows closed and locked.
7. All fans and lights turned off including the stove exhaust vent.
8. UPPER (auditorium) thermostat left at 45 degrees. LOWER (basement) thermostat left at 55 degrees.
9. Return key to Building Administrator.
10. Fill out the quality questionnaire

IMPORTANT REMINDER

- You are responsible for any damage to the facility or equipment.
- The balcony, backstage dressing rooms, theater props, lighting and furniture are off limits, except by special permission in writing from the Building Administrator.
- You will assure that no one under the age of 18 will use the stove.

_____ Lessor, _____ Date

_____ Lessee, _____ Date

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