Lakewood Seward Park Community Club
Renter's Self Check-Out

- Return clean tables and chairs to storage racks.
- Remove any decorations
- Clean Kitchen. *Wash and put away any club items used, wipe counters, remove all food from refrigerator and wipe down fridge, and rinse out sink.* ***Please make sure oven is turned off****.*
- Separate waste by recyclables, food/compostable, and garbage - place into appropriate marked cans provided.
- Take out all waste, compostable and recycling and place INTO appropriate marked containers. Be sure to dump food waste, used paper plates and paper cups, into the green can **but not any plastic or Styrofoam items including the plastic trash bag.**
- Place clean plastic garbage bag/liners into garbage can only kitchen and recycling station. Do not line the compost and recycling bins – these are intended to be dumped directly into the outside bins as garbage bags are not permitted.
- Sweep floors. Please do not use any cleaning product on wood flooring.
- Close all windows and turn off A/C units
- Make sure back and side doors are pulled tightly shut
- Turn off fans, A/C units and lights (a hallway ceiling light will always remain on)

Do not forget that we will hold the following amounts from the host's deposit if we have to pay for extra services to clean up after your event.

Plastic Utensils in compost container:	$25.00
Deposit of non-compostable materials in composting container:	$40.00
Deposit of non-recyclable materials in recycling container:	$40.00
Cigarette Butts and other refuse not picked up outside:	$25.00
Improper disposal of or release of balloons at the facility	$50.00

Use of tape, nails, tacks, or anything other that the clips we provide to hang items on wall will result in 100% of your deposit withheld.