

## Security/Cleaning Check List

To ensure the return of your security/cleaning deposit, please make sure the following has been completed. **Prior** to leaving the SWCC Property, sign check list and give to SWCC representative. A SWCC representative will check for compliance and make a recommendation regarding the return of security/cleaning deposit. Please allow up to 10 business days to receive your deposit refund.

- ☐ All floors swept, carpet vacuumed.
- ☐ All Trash removed and taken to dumpster.
- ☐ New Liners placed in Trash Cans.
- ☐ Coffee Pots emptied and cleaned. Only coffee pots in kitchen are available for use.
- ☐ Coffee machine turned off, if used.
- ☐ Chairs returned to original configuration.
- ☐ Tables and chairs returned to storage.
- ☐ All sinks, toilets, and water fountains free of running water.
- ☐ No glitter was used—full deposit will be voided if glitter is used at an event.
- ☐ Damage/maintenance issues reported to the church host.

As the responsible party, I have personally checked that the above items have been completed at the conclusion of my event. I agree that in the event that damages resulting from my event are found, or the condition in which the used areas has been left less than satisfactory in the church's administration's opinion, my security/cleaning deposit will be retained by SWCC to recover costs incurred for cleaning and/or damage. I also agree that if the total cost to repair damages caused by either myself or my guests and/or the cost of cleaning related to my event exceeds the security/cleaning deposit, I will be responsible for the balance payable within 10 days of notification of a balance due.

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Signed

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Date

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Printed

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SWCC Representative