



Lacamas Lake Lodge and Conference Center Rental Checklist

- Garbage, debris and recyclables are picked up from inside and outside the facility, sealed in plastic bags, and deposited in dumpsters. Trash can liners are replaced.
- Furnishings are returned to their original location.
- Tables and chairs are cleaned and properly stored.
- Carpets and door mats vacuumed.
- Kitchen floor is swept with a broom and mopped free of sticky residue.
- Kitchen counters and sinks are wiped down. Cleaning products provided.
- Wood floors: spot clean anything wet or sticky on the floor, please use a towel to clean the area; dry mop after all spots are cleaned.
- Decorations are removed.
- Kitchen appliances are emptied and cleaned of all food spills.
- Bathroom counter tops and sinks are wiped down. Remove all trash from the floors/counters.
- All guests, hired professionals, personal belongings and rental equipment are out of the facility by the end of your contracted time.
- Take all glass bottles home with you at the end of your event.

After satisfactory inspection of the facility, the Security Deposit will be refunded. Damage fees will be based upon repair or replacement costs. If costs exceed Security Deposit, an invoice will be submitted for the remaining damages. Failure to properly clean the facility will result in a loss of your Security Deposit. For all emergencies, please call Sonitrol at (360)696-0777.

I have completed a walkthrough of the facility and performed tasks stated above. Everything has been left in good order. By our signatures below, we acknowledge the cleanliness and condition of the facility and equipment after the rental group activity.

Renter signature: _____ Date: _____