



SHARPSBURG PAVILLION AND GAZEBO RENTAL CHECKLIST

_____ If the Pavilion/Gazebo is not clean or you see damage or graffiti when you arrive, please take pictures and email to sharpsburg@sharpsburg-ga.gov *immediately*. **DO NOT WAIT TO SEND PICTURES. WE NEED THESE AS SOON AS YOU WALK IN (PRIOR TO YOUR RESERVATION) OR YOU COULD BE CHARGED FOR THE DAMAGE.**

_____ Clean all tables and chairs

_____ **Sweep** floors

_____ Make sure that the bins containing feminine hygiene disposal bags and free are free of any trash and hygiene products.

_____ If there is any graffiti found in the Pavillion, Gazebo or in the parking lot you will forfeit your **ENTIRE** Deposit.

_____ **Remove all decorations, any glitter or confetti found in the pavillion, parking lot or Gazebo will be an automatic \$175.00 cleaning fee. This includes nails, command hooks or tape.**

_____ Empty trash & replace liners in **restrooms and outside trash bins**. The commercial dumpster is outside behind the exterior restrooms. Do not place trash on the ground or in any other containers.

_____ Turn off all lights and fans both in the Pavillion and Gazebo.

_____ When you put the keys back in the lock box, please mix up the numbers, so the code is not visible after you leave and close the lid.

_____ Pick up all cigarette butts, cans, bottles and trash out of the parking lot and grounds.

_____ When using the trash bins, you **MUST** remove them and put **ALL** garbage bags in the **dumpster**.



_____ Close the dumpster lid and doors for the safety of children and any animals that may get trapped.

_____ The parking lot area must be litter free of any wrappers, cigarette butts or any decorations.

By signing this form, I understand that my deposit will be held if these items are not completed upon leaving the facility.

Signature

Date