

Ridge Event Center

Check List for Users of Facility at End of Event

It is our desire that the Ridge Event Center be maintained for all to enjoy. To that end, we request that the following check list be completed by the user following all events.

_____ Place All Trash in Trash Cans and leave Bags in Trash Cans

_____ Restrooms Cleaned and Mopped

_____ Kitchen and All Tile Areas Cleaned and Mopped

_____ All Carpeted Areas Vacuumed

_____ All Tables and Chairs Cleaned and in Normal Setting

Signature of Responsible User _____ Date _____

Signature of Property Manager After Inspection _____ Date _____

Failure to Perform All Items Listed Above Could Cause Loss of Deposit and /or Opportunity for Future Use.

Please Complete This Form at End of Event and Leave on Kitchen Counter for Property Manager. Form Will be Returned to Office After Property is Inspected by Manager.