

CAMP POLLOCK RENTER CHECK-OUT:

- All garbage cans emptied and new bags inserted
- All garbage removed from the property**
- Plastic Tables in lodge wiped down and put away
- Plastic Chairs stored and stacked in lodge
- Main Lodge and Kitchen floors swept then mopped (**mopping mandatory** for all rentals)
- Kitchen clean and free of trash, food, prep items. Refrigerator/freezer empty and clean
- Kitchen counters and sink clean, cleaning supplies returned to the storage closet
- Restrooms wiped down (toilet seats, urinal, mirrors, sinks) and cleaned
- Restroom floors mopped and all trash removed, new bags inserted in trash cans
- All personal belongings removed from the property
- Décor removed from buildings, posts and property
- Directional signage removed from frontage road
- Grass area free and clean of all trash and debris
- All walkways and parking lot free of trash and debris
- Courtyard free of debris and trash, includes picnic tables
- Courtyard picnic tables moved back to original rows
- BBQ left in ready to use condition, coals and debris removed/wiped down
- All coal and debris removed from Lodge fireplace
- Any smudges on windows and doors, interior and exterior, wiped off
- Windows closed and locked, and all doors secured (including footlocks in Lodge)
- AC/Heater thermostat, lights and fans all turned off
- Keys returned to lockbox or SVC Staff by the end of reservation time
- Note any facility repairs needed in notes below

SVC is not responsible for personal items left on the property. Failure to complete the cleaning requirements (including mopping) or leaving any items (personal, trash, or otherwise) on the property will result in the loss of deposit.

Renter Name: _____ Signature: _____

Email: _____ Phone Number: _____ - _____ - _____

Event Date: _____ Check-out Date: _____

SVC Staff Name: _____ Date: _____

Notes: _____

