



AFTER PARTY CHECK LIST

Main Room & Deck

- All Personal items removed from Shawnee Bend Meeting Room.
- Carpet Vacuumed
- Hard Floors Swept (Mopped if Needed)
- Tables and Chairs returned to their original position or returned to storage closet
- Free of Trash & Debris
- Audio/Visual Equipment Turned Off

KITCHEN

- Refrigerator Cleaned Out (Food, Condiments & Drinks)
- Kitchen clear of all personal items
- Appliances cleaned and turned off
- Coffee Pots cleaned out and burners turned off
- Counters completely clear of debris and cleaned off
- Dishes washed or put in dishwasher; dishwasher turned on (housekeeping will put away)
- Floors swept and mopped
- All trash taken out to the dumpster
- All trash can liners replaced

NOTED ISSUES:

SIGN AND RETURN - Failure to turn in After Party Report may result in forfeiture of your security deposit.

Property Owner Signature _____ Date & Time _____

MAM Representative Signature _____ Date & Time _____