



P.O. Box 1572
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ACTIVITY CENTER RENTAL CHECKOUT SHEET
(This Signed form is required for Refund of Security Deposit)

Please read this before your event -Check out time is 10:00pm

This worksheet has been prepared for you to help ensure the success of your event and the return of your deposit. Please check off the following clean up items as they are completed:

Trash: Remove all trash generated by event to the trash cans located outside the kitchen door. *Make sure all outside trash, debris and cigarette butts are placed in the trash cans.* Be sure to remove all trash from the restrooms. Trash containers are found at the back of the building just outside the kitchen door.

Clean-up: Wipe down and return all tables and chairs to storage. Remember to place about 20 chairs in the storage area next to fireplace and the rest go in the storage closet. If you have a spill, use the mop found in the cleaning closet located in the activity center just left of the clock. Wipe down all kitchen countertops, stove and oven.

Turn off all Lights: Turn off all the ceiling fans and lights, and make sure all windows are closed.

Thermostats: Return all three thermostats to 78 or 69 degrees (summer/winter). There are two thermostats in the activity center. One is next to the office and one is in the back wall in the carpeted area behind the table storage closet. The kitchen thermostat is on the back wall.

Lock Up: *Leave this form (signed by you) on the kitchen counter.* Double check that you have all your belongings and that everyone is out. Lock all entry doors and exit through the kitchen making sure the kitchen door locks as you shut it. Sometimes the deadbolt may be flipped during the rental so make sure it locks as you leave.

Clean-up/Lock-up completed by: _____

Signature: _____

Phone: _____

Comments:

Thank you for choosing the Gem of the Hills for your event. Upon inspection of the premises for compliance with the contract, licensee's security deposit, less any charges, will be mailed to the address listed on the signed contract.

**Please text Irene at 512-573-5200 if anything needs our attention during your event.
In an emergency, dial 911. The address is 2233 HWY 281 North.**
