

Century Park North Pavilion Closing Checklist

As stated in the Rental Agreement, the renter is responsible for leaving the facility in the same condition it was found. This checklist is to help you with closing the pavilion to conclude your rental.

- Make sure trash is left indoors all in one neatly piled area.
- If masking tape was used to decorate, make sure to remove any/all masking tape on walls or objects.
- Make sure ALL doors are locked when leaving (double glass patio doors (2), brown interior door near vending machines (allen key), and the kitchen). Instructions on unlocking and locking the brown interior door is below. Any door left unlocked after your rental will result in a \$50 fee and will be deducted from your damage deposit.

DOOR MUST BE LOCKED BEFORE LEAVING

TO UNLOCK DOOR: PUSH BAR IN AND TURN ALLEN KEY CLOCKWISE

TO LOCK DOOR: PUSH BAR IN AND TURN ALLEN KEY COUNTER-
CLOCKWISE