

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.
- When leaving, make sure to **only** lock the doors you unlocked. 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.
- If you unlatch the main doors for your rental, when your rental concludes, make sure the latch is engaged when the door is closed to prevent unauthorized entry and keep the property safe.
- Do not lock the exterior door to the restrooms. They are open to the public.

**BROWN INTERIOR 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