

Instructions for Return of Deposit to Renter/User

End of Event Check-list

- 1. Remove all trash-including bathrooms to dumpsters*
- 2. Clean floor of any spills, paper, liquids, dirt*
- 3. Remove decorations, signs and all personal items (refrigerator)*
- 4. Wipe down all kitchen counters*
- 5. Turn off all lights & adjust thermostats(summer 85-winter 50)*
- 6. Lock doors from inside, (**check to see if extra latch was opened**) & leave thru the kitchen door. (**if this isn't done, it isn't securely locked**)*
- 7. Return key to lockbox as instructed*
- 8. Rental items:- Tables – Remove ALL items from table, except the tablecloths*

Napkins – Remove & place on stainless steel cart in kitchen

Glasses - Must be cleaned & returned to the boxes

Outside chairs – must be returned via the cart to the storage area

Any ONE of these items not completed will deduct \$75.00 per item

From the security deposit. VERY IMPORTANT and take all of your items

If there are items left –a \$100.00 fee will incur to pick them up!!

- 9. Report any damage, inside or outside to Ranch House Mgr, thru texting – 806-407-0510 – This WILL NOT be read until the morning – 9:00 a.m.*

Plus – Please Text – Brittany Burdine, Cleaning crew that you are completed, and are leaving – text # is 806-577-5843

Note: The return of your deposit, is dependent upon these policies being honored. Thank you,

Ron Bornick, Ranch House Manager

Phone: 745-2901-home 407-0510 – cell

Please note: If anyone is on the Island, Please report to the Police, to be sure “your responsibility of the Island” is over.

806- 829-2600