

Saluda Center

64 Greenville St, Saluda, NC28773

Cleaning & Event Rental Checklist

To help us keep the Saluda Center beautiful for everyone, please review the following tasks before closing out your rental.

General Areas

- ☐  Wipe down all tables, chairs, and high-touch surfaces
- ☐  Return tables and chairs to their original positions
- ☐  Remove all decorations, balloons, or streamers (including tape or tacks)
- ☐  Empty all trash cans and place full bags in the designated outdoor bin
- ☐  Sweep or vacuum floors (and mop if needed)
- ☐  Ensure all windows and doors are closed and securely locked

Kitchen

- ☐  Wash, dry, and put away any used dishes, utensils, or equipment
- ☐  Wipe down countertops, appliances, and sinks
- ☐  Empty kitchen trash and recycling. Make sure dumpster is locked and key is returned.
- ☐  Ensure stove/oven is turned off and all appliances are unplugged (if applicable)

Restrooms

- ☐  Flush all toilets and ensure facilities are tidy
- ☐  Remove any event-related paper waste or supplies
- ☐  Leave lights and ventilation fans off unless instructed otherwise

Parking & Exterior

- ☐  Remove all event-related signage or decorations
- ☐  Check outdoor spaces for any litter or personal items

Final Step:

- ☐  Report any damage or maintenance issues before leaving
- ☐  Turn off all lights before departure
- ☐  Lock main entrance door(s) before you leave

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Agreement Acknowledgment

I/We have read, understand, and agree to the Saluda Center's cleaning checklist outlined above.

Responsible Party Signature: _____

Print Name: _____

Date: _____