

## FBC Castle Courtyard Rental Post Evaluation Cleanup Checklist

In order to insure a clean and comfortable environment for our occupants, and to improve the longevity of our playground, FBC requires that the following actions be taken upon the closing of your rental so you may obtain the full refund or your deposit. We allow 30 minutes after your party to give you time to:

- Remove all trash from tables and place in provided trash cans.
- Remove all decorations
- Sweep, mop and clean all occupied floor areas removing trash and spilled items including drinks, cake icing and food items. (Brooms and mops will be provided.)
- Wipe down all tables and counters.
- Return all utensils/equipment borrowed from staff.
- All party members must exit the building within 30 minutes of the party time.

**ANY FOOD OR DRINK FOUND IN, ON OR AROUND  
PLAYGROUND EQUIPMENT OR ANY DAMAGE TO  
EQUIPMENT OR FACILITY WILL ELIMINATE THE REFUND OF  
DEPOSIT**

Emergency Contact for After Office Hours:

Call or Text Angie at 417-531-3321