

How to get your full Clean-up / damage deposit returned:

- Read and abide by Love Civic Center Rental, Decoration and Alcohol policies as applicable.
- Take all trash to an exit door inside a bag AND trash can. Remove bags from trash cans once outside of facility to avoid spills or leakage inside the building. Puddles or trails of liquids on floors, resulting from spills or trash bags being removed from trash cans inside the facility, may result in loss of your deposit.
- Assign someone to monitor trash can levels during your event, remove filled bags as necessary and be aware of the previous bullet point. If LCC staff determines that trash needs to be removed during your event, they may do so with or without notice to you and a portion of your deposit may be lost.
- End your event with ample time to complete clean-up of all areas you rented, including restrooms and hallways used, to the satisfaction of LCC staff, prior to your rental termination time. You are NOT expected to fully clean floors, but floors should be left ready for LCC staff to easily sweep and mop after your rental. In other words, pick up as much as you possibly can and clean-up any substantial spills.
- Remove from the building: all individuals, decorations, trash or other items brought in during your rental before the termination time of your rental contract. Due to limited space and future rentals, do NOT plan on leaving any items in the building for pick-up after your rental termination time.
- Don't use any item listed in lines 1-5 of the LCC Decoration Policy inside the building. Violation of lines 1-5 carries an automatic minimum reduction in your deposit refund. Please read the decoration policy carefully when planning your event.
- Don't enter, or allow your attendees to enter, any portion of the building not specifically included in your rental contract.
- Ensure that minors at your event are properly supervised at all times.
- Notify caterers or beverage service providers that LCC requires a registered caterer's deposit and copies of health permits to be on file before the event. Any caterer or beverage provider should contact LCC for additional information.
- Ensure that any vendor, caterer, decorator, and attendee knows the time they must be out of the facility to avoid additional rental fees or deposit retention. It is suggested that you specify a time prior to the termination time of your rental agreement. Hopefully this will allow you time to correct any issues that could result in loss of your deposit.

This list is intended to aid you in receiving a full refund of your Clean-up / damage deposit, but should not be considered an exhaustive list of your clean-up duties. If in doubt, ask LCC staff – we are here to help you have a successful rental.