

JUNCTION CITY GRANGE #744  
CONDITION ACCEPTANCE & CLEANING EXPECTATIONS

*CONDITION ACCEPTANCE:* \_\_\_\_\_ (print User name) *has completed the preliminary walkthrough with Grange Volunteer,* \_\_\_\_\_ (print Volunteer name), *and accepts the clean and orderly condition of the Junction City Grange (Owner).*

\_\_\_ *User has received a copy of the Cleaning Checklist and Rental Committee Contact Information Sheet.*

*User Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Please note any existing damages that appear new prior to use:*

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JUNCTION CITY GRANGE #744  
INSPECTION ACCEPTANCE AFTER EVENT & CLEANING

*INSPECTION ACCEPTANCE:* \_\_\_\_\_ (print User name) *has completed the required cleaning, and conducted a final walkthrough with Grange Volunteer,* \_\_\_\_\_ (print Volunteer name). *Any concerns have been addressed, and the clean and orderly condition of the Junction City Grange (Owner) has been*

\_\_\_ *accepted\**

\_\_\_ *met with objection, and all or part of the Security Deposit will be withheld, based on:*

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*User Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

\*\*Name & Mailing Address for Refund of Security Deposit (Please print legibly):

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*Inspector Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Please note any existing damages that appear new after use:*

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\*If damages have been concealed, or not disclosed during the inspection, the Junction City Grange has the right to notify User of such discovery within 7 days of this event, and reclassify this inspection accordingly.

## ***CHECKLIST TO ENSURE RECEIPT OF SECURITY DEPOSIT AFTER EVENT***

### **BASEMENT:**

- **There is no garbage disposal. All food scraps must be scraped into the trash.**
- **All dishes must be free of food before washing.** Paper towels are provided to wipe off dishes into trash if necessary.  
**\*\*\*Food or debris in sink will clog drains and forfeit deposit.**
- Floor & Stairs must be cleaned of visible dirt and wet/sticky spills. Mop provided in hall cabinet.
- Mop water must be dumped in outside gutter.  
**\*\*\*Dumping in sink will clog drains and forfeit deposit.**
- Remove your items from the Refrigerator and/or Freezer, and wipe up any spills that may have occurred.
- Remove decorations and any adhesives used to decorate.
- Clean countertops, tables and sinks.
- Replace tables and chairs to their original arrangement.
- Remove trash to receptacle located on North side of building. A recycle bin is also available for rinsed recyclables.  
**\*\*\*Glass does not go in Recycle bin! Please use the separate yellow box for Glass Only.**
- Replace trash can liner provided under kitchen sink.

### **UPSTAIRS:**

- Use dust mop to clean main floor and foyer.
- Shake dust mop off outside over grass.
- Use dust pan to collect any debris collected from dust mop & discard in trash.
- Spot clean any spills that may have occurred on carpeting or wood flooring.
- Use Vacuum to clean carpet and entrance mat.
- Use cleaners provided to clean bathrooms.
- Remove decorations and any adhesives used.
- Empty all trash receptacles.
- Remove trash to receptacle located on North side of building. A recycle bin is also available for rinsed recyclables.
- Replace trash liners provided in bottom of can, or in cleaning supply closet next to stage.

***THANK YOU FOR YOUR COOPERATION!***

***\*\*\*Any cleaning that was missed will be performed by a Grange Member and deducted from the Security Deposit at \$50/hr for the first hour, and \$25/hr for any hours or portions thereof after the first hour.***

*Thank you for choosing the Junction City Grange for your special event. Our facility is run by volunteers who are committed to making this facility a great place for community and private events. Please be sure to coordinate with Michele, or the designated volunteer for your inspection and lock up of the building. In case of emergency, we have provided contact info for all the folks on our Rental Committee, plus a couple of our key JC Grange members local to the building.*

**RENTAL COMMITTEE CONTACT INFORMATION:**

Michele McRae ..... 541-729-7842  
Rental Acceptance & Inspection Coordinator ..... [Mishalee12@hotmail.com](mailto:Mishalee12@hotmail.com)

Kacia Woldridge..... 541-731-0771  
Rental Coordinator ..... [info@junctioncitygrange.com](mailto:info@junctioncitygrange.com)

Steve Pelkey..... 541-954-6401  
Maintenance Coordinator..... [spelkey@uoregon.edu](mailto:spelkey@uoregon.edu)

Janni Reed..... 541-520-1118  
Cleaning Service Coordinator ..... [jansreed@hotmail.com](mailto:jansreed@hotmail.com)

Rechelle Salgado..... 541-731-0542  
Rental Administrator..... [info@junctioncitygrange.com](mailto:info@junctioncitygrange.com)

**EMERGENCY CONTACT INFORMATION:**

Anita Starns ..... 541-913-6854  
Grange Master ..... [susie0203@yahoo.com](mailto:susie0203@yahoo.com)

Vern Johnson, Resident Watchman ..... 541-206-0926