

# YORK AREA CHILDREN'S MUSEUM

## Rental Agreement Checklist

Thank you for choosing York Area Children's Museum as your party site. We hope you have found the museum to be in good order and that you have a great time. Furthermore, we hope that you treat the museum and its exhibits with respect and care. Please complete the following checklist before leaving the museum and reach out to Heather Fago at 402-908-4051 with any questions or concerns.

### Craft Room

The floor is vacuumed as necessary and is free of any food residue.

The art supplies are put away on the shelves, all caps are on markers, lids are on stamp pads, etc.

The tables are wiped down.

The trash cans are emptied and new bags have been put in place.

(Trash can be disposed of in the receptacle outside the North entrance of the auditorium to the far East.)

### Sensory Room

All legos, building materials, and sensory items are in their proper places.

All bubble walls & tubes are turned off/unplugged.

Floor is cleaned of all toys. Vacuum if necessary.

### Grocery Store

All groceries, food items, and kitchen items are put back into their respective spaces.

Shopping carts are empty and put in the cart return area.

The main plug in at the check-out station is unplugged.

Floor is cleaned of all toys. Vacuum if necessary.

### Big Room

All toys are returned to their appropriate exhibits and placed in their proper places.

The x-ray viewing box lights are shut off in the York Animal Clinic and York General exhibits.

Floor is cleaned of all toys. Vacuum if necessary.

The trash can is emptied and a new bag has been put in place

The rental fee of the YACM is \$50 per reservation, due at the time of the walk through. A \$50 cleaning fee deposit check is also due at that time. If the museum is in appropriate condition at the end of the event, the check will be voided. If the museum is in poor condition, the cleaning fee deposit check will be deposited by YACM.

\*\*\*I have completed each item in the above checklist, and I am leaving the museum in the same or better condition than when I arrived. If the following checklist has not been completed and the museum is not left in clean condition, I am aware and agree that I will be subject to a \$50 cleaning fee in addition to the \$50 rental fee.

X \_\_\_\_\_

Name

Date

Birthday party cost – \$1 per attendee regardless of age with a minimum fee of \$50.

Both event rental (\$50) and cleaning deposit (\$50) checks can be made payable to York Area Children's Museum.