

Argyle American Legion Park Shelter Rentals

Deposit Return Checklist

To receive your deposit back from your shelter rental, complete the checklist below and return it to the Clerk's Office with keys to the Shelter Kitchen and Bathroom.

For after-hours returns, please return this form and keys to the Drop Box located at the front door of the Community Building located at 401 E Milwaukee Street, Argyle, WI 53504.

On the first business day after your rental, a Village Employee will verify that the checklist is complete and accurate, and you will be notified that your deposit is ready to be picked up or mailed back to you.

Please select your choice:

☐ Pick Up Deposit or ☐ Mail Deposit Back

Cleaning Checklist:

- ☐ Bathroom clean and orderly, trash cleaned up
- ☐ Kitchen clean, appliances emptied and clean, trash cleaned up, no food left in kitchen
- ☐ Extra tables and chairs put back into storage area if taken out
- ☐ Garbage all picked up and placed in Village Garbage Bag or removed to be disposed of
- ☐ Lawn area around shelter house free of trash and debris
- ☐ Kitchen and bathroom doors locked before leaving

Office Use Only

Paid Date: _____

☐ Veteran Special – Legion will pay fees

Payment Type: Check Cash

Check #: _____

Village Employee Use Only

Date Checklist Verified: _____

Verified By: _____

Comments: _____

Office Use Only

Deposit Returned On: _____

Returned By: _____