



Rental Checklist

MUST BE COMPLETED FOR RETURN OF SECURITY DEPOSIT

Please complete, sign and leave on the kitchen counter.

Name of Renter _____

Rental Date _____

Person in charge of cleanup : _____

Phone _____ email: _____

Outside

- _____ Return all tables and chairs used outside
- _____ Cardboard boxes flattened and in recycling area. DO NOT PLACE IN GARBAGE CANS
- _____ Balloons DEFLATED and placed in garbage bags and into outside cans
- _____ Patio, porch and parking lot free of trash, cans, and bottles
- _____ Private Event signs inside building

Kitchen

- _____ Ovens, stove top and warming oven off and checked for any food. (leave all pilot lights on)
- _____ Garbage and trash in closed garbage bags – place in outside cans with covers closed
- _____ Kitchen counters and bar area wiped down
- _____ Check refrigerator and remove all of your items
- _____ Small air conditioner in kitchen off

Inside

- _____ All event related items removed from the facility – also check oven and refrigerator
- _____ Do not place anything wet on laminate flooring. (wet carpet, chairs etc.)
- _____ Do not break down the tables used inside
- _____ All interior lights and fans off

Security

- _____ All interior doors locked from the inside. (Lift handle and turn knob.)
 Leave through kitchen door. Make sure door is pulled tight, then press Yale.
 It will lock. Alarm will be armed electronically. Please complete cleanup and
 be out of the building by time indicated above.

Renter Signature

Date