

FACILITY RENTAL CHECK LIST

To receive your full deposit back all of the following must be completed:

- ✓ Tables and chairs must be put back along the walls, behind the orange tape in the closet.
- ✓ Chairs must be stacked eight high.
- ✓ In the closet, there must NOT be any obstacles blocking the grey electrical box unit AND the shelving units.
- ✓ All personal items and decorations are removed from the facility. This includes any signs or decorations placed outside the buildings, in the park, including directional signs. Don't forget to check the fridge and freezer.
- ✓ Spills and messes are cleaned up from:
 - Floors
 - Tables
 - Chairs
 - Kitchen counter and sink
 - Restroom counters and sinks
- ✓ All kitchen utensils used by the renter are cleaned, dried, and put away.
- ✓ All doors and windows are closed AND locked.
- ✓ All lights and ceiling fans are turned off.
- ✓ All garbage and recycling are placed in the proper receptacles. Staff will remove from building after rental.
- ✓ Make sure key is returned to the lock box on the north door frame.
- ✓ Tidy up children's corner, if used.

Brooms, paper towels, kitchen towels, mop, and garbage bags are located in the utility room.