

RENTER'S CHECKLIST

Renters are responsible for:

HALL / BAR / HALLWAYS

- ✓ Cleaning off table tops and horizontal surfaces.
- ✓ Removing all decorations, flowers, etc.; removing items from refrigerators.
- ✓ Using the blue wastebaskets for recycling of bottles, cans, plastic and paper/cardboard.
- ✓ Breaking down cardboard boxes and placing in the green recycle bin.

KITCHEN

- ✓ Wiping down all horizontal surfaces; cleaning out sinks.
- ✓ Cleaning grills and ovens. Make sure pilot lights are on.
- ✓ Turning off all ovens, appliances, faucets, coffee warmers, the fan and the dish sanitizer.
- ✓ Cleaning the dish sanitizer screen trays.
- ✓ Returning all borrowed items to the Building Manager.
- ✓ Sweeping and mopping kitchen floor – this should be the last step before leaving.

OTHER

- ✓ Any tables, stages, sound systems or other equipment brought into the building **MUST** have rubber or plastic footings. If it doesn't, it will not be permitted in the building.
- ✓ Tables are to be moved by building staff only, unless permission is otherwise given.
- ✓ Doors are not to be propped open with cans, mats, equipment, etc. – they will stay open if properly set. If the door can't be kept open, ask a staff member for assistance.
- ✓ No equipment, food, decorations, signs, stages, sound equipment, etc. shall be left overnight.
- ✓ No alcoholic beverages shall be taken out in front of the building – this is a violation of our Alcoholic Beverage Control License and could cause suspension or loss of our Permit.
- ✓ No Helium balloons, glitter, confetti or rice are permitted in the building. The Security Deposit, or part of it, may be kept to pay for the extra cleanup resulting from the use of any of these items.
- ✓ If ice chests or tubs are placed on the wooden floor, they must have a mat or other moisture absorbing material underneath to prevent damage to the floor.
- ✓ No beer kegs are permitted on the premises. No exceptions.

The in and out times on the Rental Agreement are firm. Since we rent space by the hour, it is necessary to keep these times tight so we can honor the agreements we have with any other group using the room(s) before and after the renter's event. We appreciate your understanding.