



Rental Check-out Form

Your deposit will be withheld if this form is not completed and returned prior to check-out.

**Cleaning supplies are located at the buffet and in the kitchen.
The vacuum/mop/broom are in the hallway in the utility closet.**

Task	Completed?
Main Level, Basement, Bathrooms, Peripheral Areas:	
Wipe down all tables and chairs used and return to storage closets	<input type="checkbox"/>
Thoroughly clean buffet counters and sinks, if used	<input type="checkbox"/>
Vacuum rental area	<input type="checkbox"/>
Sweep entrance(s) used and bathroom floors, mop if needed	<input type="checkbox"/>
Clean glass/mirrors, if needed	<input type="checkbox"/>
Wipe down drinking fountain	<input type="checkbox"/>
Remove all decorations	<input type="checkbox"/>
Empty all trash (including bathroom) into dumpsters located next to Red Barn and replace bags	<input type="checkbox"/>
Turn off all lights	<input type="checkbox"/>
Turn off all audio/visual equipment using the remotes (ROOM OFF) button	<input type="checkbox"/>
Make sure all personal items have been removed.	<input type="checkbox"/>
Deadbolt front entrance, and lock all exterior doors (exit through kitchen)	<input type="checkbox"/>

Please list all damages incurred during your use:

If Kitchen is used:	
Clean all dishes and return to cabinets	<input type="checkbox"/>
Sweep and mop floor	<input type="checkbox"/>
Wipe down all surfaces: counters, oven, stove, refrigerator, sinks	<input type="checkbox"/>
Remove all food/beverages from area	<input type="checkbox"/>
Empty trash into dumpster next to the Red Barn and replace bags	<input type="checkbox"/>

Continue on reverse.

If Grounds are used:	
Remove all decorations and equipment	<input type="checkbox"/>
Pick up all trash and take it to the dumpsters next to the Red Barn	<input type="checkbox"/>
Return all rental items to their storage locations	<input type="checkbox"/>

Please list any damages you found already existing during your use:

To the best of my ability the above tasks have been performed as requested.

Signature: _____

Date: _____

Printed Name: _____

Phone: _____

Where should we send your deposit: _____

Comments/Complaints/Suggestions: _____

Please take a moment to answer the following questions so we can report accurately to City Council about how the community uses the facilities. Thank you!!

Estimate the number of people in attendance: _____

What were you using the facility for? _____

Was it a public or private event? _____

Please return this form to the file holder next to the office in the Learning Center.