



Rental Check-out Form

Your deposit will be withheld

unless you complete this form and leave it in the "Completed Check Out Forms" folder in the front of the building before you leave the building at the end of your reserved time slot.

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

Task	Completed?
Main Level, Bathrooms, Peripheral Areas:	
Wipe down all tables and chairs used and return to storage space	<input type="checkbox"/>
Thoroughly clean buffet counters and sinks, if used	<input type="checkbox"/>
Remove all decorations	<input type="checkbox"/>
Sweep entrance(s) used and bathroom floors	<input type="checkbox"/>
Empty all trash (including bathroom) into dumpsters located next to Red Barn and replace bags	<input type="checkbox"/>
Vacuum rental area	<input type="checkbox"/>
BASEMENT, if used: sweep floor and use dust pan to clear dirt/debris	<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"/>
Lock all exterior doors (exit through kitchen)	<input type="checkbox"/>

Please list all damages incurred during your use:

KITCHEN, if used:	
Clean all dishes and return to cabinets	<input type="checkbox"/>
Sweep floor	<input type="checkbox"/>
Wipe down all surfaces: counters, oven, stove, refrigerator, sinks	<input type="checkbox"/>
Remove all food/beverages from area (DOUBLE CHECK IN THE FREEZER & FRIDGE)	<input type="checkbox"/>
Empty trash into dumpster next to the Red Barn and replace bags	<input type="checkbox"/>
GROUND, if used:	
Remove all decorations and equipment	<input type="checkbox"/>

Continue on reverse.

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.