

Marne American Legion

Post 376

Hall Rental Checklist

Please use this checklist to ensure that the HALL is left in a satisfactory condition. A satisfactory condition is a condition that is as good or better than the one you found it in when you arrived.

WHEN YOU HAVE COMPLETED THIS CHECKLIST PLEASE LEAVE IT ON THE COUNTER TOP WITH THE KEY TO THE LEFT OF THE THREE-COMPARTMENT SINK IN THE KITCHEN.

RENTER	COORD	Please check off as each task is completed
_____	_____	Remove all items brought into the hall or put in the refrigerator.
_____	_____	All spills wiped up on counters and in refrigerator.
_____	_____	Restrooms cleaned, water off in sinks, toilets flushed, garbage empty and lights turned off.
_____	_____	Tables and chairs cleaned and returned to assigned place.
_____	_____	Kitchen and bathroom floors swept & mopped with required amount of cleaner then rinsed with clean water.
_____	_____	Brooms and mops cleaned and returned to broom closet.
_____	_____	Exterior doors and windows closed and locked.
_____	_____	Thermostats in kitchen & hall turned down to 55 degrees.
_____	_____	Air conditioning, if used, turned off.
_____	_____	All trash in garbage bags and placed in outside dumpster and lids closed.
_____	_____	All lights turned off
_____	_____	Outside areas and parking lot policed for debris
_____	_____	Hall key returned
_____	_____	<u>Please issue a check for the hall deposit refund</u>

Payable to: _____

Address: _____

NO DEPOSIT REFUND WILL BE ISSUED WITHOUT A COMPLETED CHECKLIST!!