

# 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 cleaned, garbage empty and lights turned off.
_____	_____	Tables and chairs cleaned and returned to assigned place.
_____	_____	Kitchen, Hall and bathroom floors swept and mopped if necessary.
_____	_____	Brooms and mops cleaned and returned to broom closet.
_____	_____	Exterior doors and windows closed and locked.
_____	_____	Thermostats in kitchen & hall turned down to 60 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:** \_\_\_\_\_  
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