

CHECKLIST FOR HALL RENTAL

Your damage deposit will be return to you once the following conditions have been met.
Failure to comply wih the conditions will result in part or all off your damage deposit being kept.
The caretakers will be paid \$20.00/hour for extra work they must do as a result of the following conditions not being met.

	<u>YES</u>	<u>NO</u>	<u>Time needed to clean</u>
Tables put away	_____	_____	_____
Chairs stacked	_____	_____	_____
Hall floor swept	_____	_____	_____
Kitchen floor mopped	_____	_____	_____
Bar floor mopped	_____	_____	_____
Counters, stove, cooler clean	_____	_____	_____
Food & leftovers removed	_____	_____	_____
Tea towels washed and returned	_____	_____	_____
All garbage placed in Loraas bin	_____	_____	_____
Empty bottles/garbage collected	_____	_____	_____
Heat turned down in main hall	_____	_____	_____
Sound system unplugged & mic returned	_____	_____	_____
Doors locked when leaving	_____	_____	_____

Person(s) Renting: _____

Date: _____

Caretaker Signature: _____

Comments:

