

Community Building Rental Check-List ~ Return For Deposit Refund

Rental Date: _____

Renter's Signature: _____

Before Rental	After Rental	Item To Be Checked <i>Before And After</i> Rental	Notes
Women's	Restroom	Floors Are Free of Paper Towels/Garbage	
		Toilets Are Not Plugged And Flush Properly	Please Check both flush levers to ensure they are working properly
		Garbage Container Is Available/nearly empty In Restroom	
		Doors On Restroom Stalls Are Not Damaged	Check stall door handles and entry door handle to ensure no damage
		There are no dents or holes in the walls or shoes scuff marks	Scuff marks must be completely removed
		Garbage Has Been Properly Disposed Of/Hauled Away	No toilet paper, feminine napkins, etc left on the floor

Before Rental	After Rental	Item To Be Checked <i>Before And After</i> Rental	Notes
Men's	Restroom	Floors Free of Paper Towels/Garbage	
		Toilets Are Not Plugged And Flush Properly	Please check flush lever to ensure it is working properly
		Garbage Container Is Available/nearly empty In Restroom	
		There are no dents or holes in the walls or shoes scuff marks	Scuff marks must be completely removed
		Garbage Has Been Properly Disposed Of	No toilet paper or paper towels left on the floor

Before Rental	After Rental	Main Hall/Foyer In Building To Be Checked <i>Before And After</i> Rental	Notes
		Floors Have Been Swept And Are Free of Garbage/Spills	Floors need not be mopped unless they are sticky or a spill occurred
		_____ Tables / _____ Folding Chairs	Tables returned to carts , and chairs stacked neatly in a uniform manner. Any chairs taken off stage must be put back on the stage. DO NOT DRAG THE CHAIRS!
		No Bags Containing Garbage Remain In The Building	All trash removed from the building.
		All Lights Are Turned Off- Heat/Air Is Set To 'Off' Position	Light Switches are located to the right of the Stage, all lights should be turned off
		No Tape/Residue on Walls,etc/no damage to walls/no scuffs	ANY TAPE, PIN HOLES, OR RESIDUE will result in LOSS of all or part of DEPOSIT
		Front Entry Doors are Locked	Scuff marks must be completely removed
		No Balloons/Decorations Remain Inside/Outside The Building	All Inflated balloons must be removed prior to 2:00am
		Kitchen is in the EXACT CONDITION as found upon arrival	No mess in/on oven, dishes washed and put away, coffee pot is empty and washed out

Before Rental	After Rental	Outside o Building Item To Be Checked <i>Before And After</i> Rental	Notes
		No Garbage Has Been Left Outside of The Building	Garbage/bags should be removed from the building.
		No Cans/Bottles Are Outside The Building	Broken Bottles and/or Garbage OUTSIDE will result in LOSS of all or part of DEPOSIT
		Flower Beds/Landscaping Is Free of Garbage/Debris	Cigarette butts, wrappers, etc must be properly disposed of. Please use receptacles.
		Manually lock kitchen exit door	The inside of the entry doors must be properly locked (use the allen wrench to do this.)
		KEY MUST BE RETURNED TO CITY OFFICE	Drop off in person or in the drop box

Any item which is not in the listed condition *prior* to occupancy of building **MUST be reported to City Hall located at: 280 S. Maple St., Grant 231-834-7904 **before the building can be set up for your rental. This will help protect your deposit from forfeiture.****

RETURN COMPLETED CHECKLIST IN CITY HALL DROP BOX UPON COMPLETION OF RENTAL TO RECEIVE YOUR DEPOSIT REFUND!