

Manson Grange #796

RENTER USE - CHECK-OUT

UPSTAIRS OR DOWNSTAIRS OR ENTIRE BUILDING RENTAL

- DO NOT USE ANY TACKS OR CONFETTI!!!
- DO NOT LEAVE ANY GUM, RIBBON, TAPE, STICKERS, BALLOONS, ETC. INSIDE OR OUT!!!
- All tables and chairs are available for your use on the floor you have rented. **Do not take tables from their designated floor.**
- Clean, **fold and put away** ALL USED tables and Chairs back to their ORIGINAL LOCATION.
- Pick up and dispose of all litter/decorations and empty ALL trash cans and wastebaskets into provided outdoor garbage cans.
- Check ALL OUTSIDE grounds and pick up your trash (including cigarette butts).
- Haul away ALL trash exceeding the capacity of provided outdoor trash receptacles.
- \$10 per bag/box/can of trash left behind will be deducted from the return deposit.
- Clean GUM (anything sticky) outside areas & inside on chairs, tables, and floors.
- Sweep or wipe up "EXCESS" food and drink spillage in ALL areas.
- Empty Refrigerators/Freezers, if used, in the supply room, downstairs.
- Check and shut off all Faucets.
- If **THERMOSTAT** arrows were moved up or down...press CANCEL before you leave.
- **Turn OFF ALL interior lights** (including stage, bathrooms, and kitchen, when used).
- **Lock and check the side door.** Secure pins in double doors & lock **if used** upstairs.

KITCHEN - IF USED

- Wash all kitchen items used.
- Run Dishwasher or wash and dry by hand and put away. DO NOT LEAVE WITH DISHWASHER RUNNING.
- Clean and Unplug coffee pots and any other small appliances used.
- Empty refrigerators/freezers, if used.
- Sweep/clean up any EXCESS SPILLS.
- Empty Trash to outside garbage cans.

THIS LIST MUST BE COMPLETED BY END OF EVENT
CLEANING SUPPLIES ARE PROVIDED (inside Supply Room, downstairs)
FOLLOW THESE GUIDELINES WHEN RENTING PART OR ALL OF THE BUILDING

EXTRA FEES MAY BE DEDUCTED FROM YOUR DEPOSIT IF CHECK-LIST ISN'T COMPLETE

I understand the terms of our cleaning AND check-list responsibilities after use of the Manson Grange.

Renter Signature: _____

Grange Member Signature: _____

DATE: _____

SIDE ENTRY DOOR CODE: _____