

Tenant: _____ Date: _____ In: _____ Out: _____

Renter Check List

CHECK OFF each item to confirm it is done

Your rental party must clean up and lock up by 1:00 AM (or specified time on your rental agreement)

- _____ 1. **Use table covers or placemats on all tables.**
Tables & Chairs can only be used for the purpose of their design. Do not overload with heavy objects. Tables & Chairs are not allowed to be used outside.
- _____ 2. **Use hot mats when necessary.**
- _____ 3. **Smoking** is not allowed inside building. Guests must smoke **outside 25 ft. away from building.** (State Law) Use provided receptacle for cigarette butts.
- _____ 4. **Do not tape decorations to the fans or wooden door frames. Remove all decorations and bits of tape.**
- _____ 5. **Mop** up all **spills.** Especially **Mop spills and tracked in dirt in Kitchen.**
- _____ 6. **Wipe** all **tables** off. (Chairs if necessary) **Spills & Sticky finger prints.**
- _____ 7. **Clean the coffeepots and put them away. UNPLUG COFFEE MAKER ~ USE AS DIRECTED**
- _____ 8. **Wipe down kitchen counters. Rinse out sinks-do not leave debris in drains.**
- _____ 9. **Check to make sure both ovens and burners are OFF. Clean up any spills you are responsible for. CLEAN ALL SPILL-OVERS UP IN OVENS.**
- _____ 10. Remove all **trash** to outside **dumpster.** Replace all trashcan liners if available. Check outside area for cups, bottles, etc. that guests might have left behind.
- _____ 11. **Return** all **tables & chairs** to the **original set-up.** **GYM RECEPTIONS** put back all tables & chairs **AS INSTRUCTED.** (Pictures are provided)
- _____ 12. Sweep floors (or Vacuum when using small Board room).
- _____ 13. **If the Gym is used for a play area, return all balls to the storage room.**
- _____ 14. **Check restrooms for personal belongings; flush all toilets & urinals (if needed), take out trash and replace liners.**
- _____ 15. Check coat racks & hallway for personal belongings. **DO NOT allow children to play in the hallway.**
This is not a rental area.
- _____ 16. **Turn off lights.** Make sure all doors are pulled & latched. **Make sure front doors are locked.**

When leaving, rental rooms should look like they did when you arrived (as stated in the rental agreement, to assure return of deposit).

HALL RENTAL DEPOSIT REFUND POLICY

In as much as the Township Hall is available for rental and from time to time is rented by individuals for private parties, gatherings or meetings, the Township has established rental charges for each potential rented space. In addition, the Township requires a deposit for cleanup of the facilities at the rate of \$100.00 and an additional \$100.00 if alcohol is served.

It shall be the policy of Crockery Township to hold such a deposit until all clean up following a rental event has been completed. The refund of such deposit shall be reduced by \$25.00 for every hour required by the custodian to clean and refurbish the rented space to its condition prior to the rental event, beyond cleanup routine. Refunds will be processed at the end of each calendar month.

Custodians: Jean @ 616-837-7071 or Patti @ 616-837-9477

Building Capacity

Rental #1 160 set-up in the gym plus 24 at round tables in the multi-purpose room.

Rental #3a and #10 set-up available up to 88. Rental #3b (small party) with tables and chairs up to 40.

SIGN: _____ DATE: _____ NOTES: _____