

CHECK OFF SHEET - LESSEE'S GENERAL RESPONSIBILITIES FOR THE 4-H BUILDING

Thank you for using the 4-H Building facilities for your event.

The following information is provided to assist you in knowing general responsibilities you have during the use of the facilities. It is **not intended to be an exhaustive list**.

Kitchen cleaned

- Ovens turned off
- Floor dry mopped, clean spills with wet mop
- Doors locked
- Check appliances for working order

Bathrooms

- Stools flushed
- Water not running (faucets shut off)
- Faucets working
- Hand dryers operating

Overall

- Thermostat on Auto
- All trash removed
- Replace trash bags if needed
- All lights turned off
- All floors cleaned

Please set temperature according to the signage below the thermostat

- All doors & windows locked
- No broken windows
- Water fountain working
- No holes in walls or doors, ceiling
- 27 tables & all chairs on the rack
- East front & North door locked

Provided

- 3x large trash bags
- 2x 30 gallon trash bags
- 2x small trash bags
- 2 brooms
- 1 dry mop
- 1 wet mop bucket
- 1 sweep broom
- 2 sweep tray dust pans

NOTE: REFUND OF THE DEPOSIT WILL BE DETERMINED BY THE CONDITION OF THE BUILDING AFTER USE AND ADHERENCE TO THE COVENANTS AND CONDITIONS FOUND IN THE RENTAL AGREEMENT.

If you have any problems, please contact the custodian – the information is posted on site. You do not need to return this sheet unless you have comments you would like to share.

Comments

Name: _____
Phone: _____
Address: _____
Day(s) Rented: _____