**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

### Provided
- [ ] 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
- [ ] 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

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Please set temperature according to the signage below the thermostat

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**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**

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