

Coats Community Building Rental Check List

Updated October 19, 2017

Responsible Party: _____

Personal Use: Business Use:

Fill this out and either drop it through the slot with the key or return within 24 hours with key.

Clean-up checklist:

_____ Clean each table and chair. Store all tables and chairs in their original positions.

_____ Clean bathrooms (do not forget the toilet and sink) and empty trash bins into outside containers. If the outside containers are full, take the trash with you. Do not leave bags outside/beside of trash bins. Doing so forfeits deposit.

_____ Clean kitchen completely, including sink, stove, counters, and refrigerator. Do not leave food or unwanted items in the refrigerator or cabinets.

_____ Sweep floors in kitchen, bathrooms and community building. Dispose of sweepings accordingly.

_____ Mop floors in kitchen, bathrooms and community building with CLEAR WATER. Dispose of mop water in the mop closet.

_____ Ensure that HVAC (heating or air conditioning) is off.

_____ Make sure all commodes or faucets are NOT running.

_____ Make sure there is no trash left of the premise which includes the parking lot.

_____ If your event is held during business hours make sure adequate parking is left available for visitors of the museums or chamber.

Remember this building is continually rented, and it is a very good chance another party will be here tomorrow. In the event something has been damaged you need to report it immediately by emailing chamber@coatschamber.com. We advise you to take pictures.

Comments: _____

Date: _____ Signature: _____