



THE MEADOWS

Rental Date: _____

Rental Times: _____

Renter Name: _____

Staff Name: _____

Check In	Monitor Initials	Renter Initials
Main Room:		
Concrete Floors (Note any tears, scratches or stains)		
Carpet and Rugs (Note any tears, scratches or stains)		
Walls (Note any marks, scratches and dents)		
Tables and Chairs (Clean, properly functioning)		
Restrooms:		
Ladies: Clean and in working order		
Men: Clean and in working order		
Kitchen:		
Counters and floors free of debris		
AV Equipment:		
Stereo (Working Properly)		
AUX Cord (Confirm)		
Microphones Working (Write N/A if rental did not request)		

_____ User acknowledges the following below will need to be cleaned after the event. Please plan accordingly.

Comments:

Cleaning Checklist: Please give to renter during clean up to check off on. Monitor can verify during check out.

Cleaning Checklist	Renter	Monitor
Main Room:		
Clean – Renter Swept the floor with push broom		
Renter mopped the floors		
If the rugs/furniture was moved, the renter must mop the floor and wait for it to dry before putting the rugs back		
Carpet and Rugs clear of crumbs and trash. Vacuum if needed		
Grange Furniture Cleaned – Couches, coffee table, community tables all clean and free of debris		
Kitchen:		
Kitchen floors swept		
Kitchen counter tops wiped down and clean		
Bar top wiped down and clean		
Patio		
Clean of trash, tables wiped off and furniture arrange correctly		

Check Out	Monitor Initials	Renter Initials
Main Room:		
Concrete Floors (Note any tears, scratches or stains)		
Carpet and Rugs (Note any tears, scratches or stains)		
Walls (Note any marks, scratches and dents) Removed all tape		
Tables and Chairs (Clean, properly functioning and stacked correctly)		
Restrooms:		
Ladies: Clean and in working order		
Men: Clean and in working order		
Kitchen:		
Refrigerator and Deep Freeze (Empty and Clean)		
Stove and Microwave (Empty and Clean)		
Kitchen supplies accounted for		
Av equipment:		
Stereo (working properly)		
Aux cord (confirm)		
Microphones Working (Write N/A if rental did not use)		
Miscellaneous:		
Did not exceed guest count stated on the contract		
All Trash Taken Out to Dumpster		
Out By or Before Time Stated on Agreement		

Comments:

By signing below, I hereby agree to the information noted:

Building Monitor _____ **Date:** _____

Renter _____ **Date:** _____