

## **Little Smoky Community Center**

### **Renter's Checklist**

**NO CONFETTI OF ANY KIND, INCLUDING AS A TABLE DECORATION, ALLOWED IN THE HALL**

#### **Main Hall Area**

- Sweep and wash floors until it is in the same condition in which it was rented to you
- Wash, dry and stack all tables (if tables are stacked damp, they will mold)
- All chairs are to be wiped and stacked no higher than 6 high
- Remove all garbage from the hall and replace with fresh bags
- Remove all residue from walls (no tape or tacks allowed on walls)

#### **Bathrooms**

- Ensure all toilets are flushed (hold urinals down for 15 seconds)
- Remove all garbage and replace with fresh bags
- Wipe down counters

#### **Kitchen**

- Wash and put away all dishes
- Clean stove inside and out, including grill and oil pan (replace tinfoil)
- Wash all counters and scrub out all sinks
- Empty and wash coffee pots and store upside down on dishwashing counter
- Turn off the dishwasher, clean out food trap trays and make sure all washing trays are clean and put away
- Clean busboy cart and tubs
- Lay out damp towels and cloths to dry

#### **Bar**

- Remove all liquor, etc. from cooler
- Wipe out cooler
- Wash counters including underneath counter
- Remove all garbage and replace with fresh bags

#### **Outside Area**

- Empty out ashtrays and tidy area around high smoking areas (put butts in garbage)
- Remove all garbage from the grounds and replace with fresh bags
- Check all outside walls and clean appropriately

#### **Other**

- Ensure thermostats are set to 65 in winter and A/C is turned off in summer
- Turn off all lights

**A member of the board will go over the check list with the renter before and after a rental, a copy of this list should be given upon signing of rental policy.**

**Any tasks not completed, or damage incurred will be noted and deducted from the damage deposit. The janitor rate is \$25 per hour.**