

Building Use Procedures and Checklist

This checklist must be completed before the Renter leaves the Space. Failure to complete the checklist will result in a minimum \$75 fee.

Additional Notes: Wi-Fi Network: Endless Sea Cafe, Wi-Fi Password: CafeUser | **Building Issues or Emergencies:** Jackie - (712) 638-8966

Before Leaving the Building

- | | |
|---|---|
| ☐ All trash has been bagged and placed in the outdoor trash bins by the front office doors. | ☐ All food, drinks, decorations, supplies, and personal items have been removed from the building. |
| ☐ All tables, chairs, furniture, and other items have been cleaned and returned to their original locations. | ☐ None of The Bridge food, drinks, supplies, merchandise, or other property has been used or taken without permission. |
| ☐ All countertops, tables, and other surfaces have been wiped clean. | ☐ All remotes and equipment used have been returned to the storage container on the bookshelf next to the kitchen. |
| ☐ Floors have been swept and, if needed, mopped. Cleaning supplies are located in the furnace/storage room. | ☐ All windows and doors are closed and secured. |
| ☐ All dishes, coffee pots, serving items, and kitchen equipment have been washed, dried, and returned to their proper storage locations. | ☐ All lights, appliances, TVs, fireplaces, and other equipment have been turned off. |
| | ☐ The building has been locked and secured before leaving. |

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