

Building Use Procedures and Checklist

This checklist must be completed before the Renter leaves the Space. Failure to complete the checklist or return the Space in its original condition may result in cleaning or damage charges, violation fees, or deductions from the Damage Deposit, as outlined in the Building Use Agreement.

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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Additional Notes

Wi-Fi Network: Endless Sea Cafe

Wi-Fi Password: CafeUser

Building Issues or Emergencies: Alice – (515) 402-3467

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