

Depot Renters Check List:

- **DO NOT DRAG CHAIRS & TABLES ACROSS FLOOR**
 - *Unneeded tables and chairs are to be stored outside on either ramp – preferably the covered deck if you are not using it for your event. DO NOT Roll the tables down the steps into the kitchen – it damages the steps and you will be charged for repairs.*
 - *Roll front counters carefully so as not to make black marks on the floor – move easily by angling counters until in place – do not force or try to slide them.*
 - Turn off heat/air thermostats. (Monetary penalty if left on)
 - Empty trash in hall, kitchen and both bathrooms.
 - Make sure toilets are flushed – incurs odors when not done.
 - Clean up any spills on floors in all areas and sweep up trash.
 - DO NOT use a wet mop/water on the floor in the big hall.
 - Clean up kitchen – if you used the stove, please clean well.
 - Put used trash bags in cans outside to rear of deck.
 - Replace with clean bags (in cabinet to right of sink).
- The small bags fit the bathroom cans and the larger white ones fit the regular inside trash cans. The large black ones are for excessive garbage.
- Check outside for trash if guests have been outside.
 - Turn off all lights & HVAC – check the bathrooms and exterior.
 - Make SURE all doors are locked and return key.

Thank you for your care and consideration of our historic depot