**WILLOW STREET LIONS CLUB COMMUNITY BUILDING**

**BUILDING OPENING CHECKLIST**

* **Turn on all lights**
* **Unlock the glass entry doors for the event**
* **Unlock door to tables and chairs storage**
* **Look to make sure tables and chairs look clean**
* **Confirm floor is swept/dry mopped**
* **Adjust the thermostat**
* **Unlock kitchen and show renter where cleaning supplies are**
* **Show renter where first aid box is**
* **Turn on bathroom lights. Check to make sure there is toilet paper and paper towels in each bathroom.**
* **Ensure all trash cans have liners**
* **Reminder- No nails, or thumbtacks on walls. Only command strips or paint-safe tape can be used to hang decorations- there is an emergency wall hanging supply box in the kitchen if needed**

**I confirm everything is clean and we noted below the existing damage to the walls prior to renting the building today. Note any damage or uncleanliness here:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Renter Date Signature of WSLC Representative**