

EVENT CHECKLIST FOR MA-ME-O COMMUNITY HALL RENTAL

DATE: _____

RENTER NAME: _____

		PLEASE CHECK	COMMENTS
1	Garbage's in the kitchen and bathroom are to be emptied and put in outside shed (key to shed on wall by back door)		
2	All surfaces are wiped clean		
3	Ensure Cooler is clean and emptied . Do not unplug		
4	Ensure Freezer is left clean and emptied . Do not unplug.		
5	Coffee pots, pots & pans and any items not put in the Dishwasher are hand washed with warm soapy water and put away		
6	Dishes, utensils and any other items used must be put in dishwasher and put away		
7	Ensure the Dishwasher switch is in the off position after use		
8	Wipe stove clean and make sure all switches are in the off position. Grill is to be cleaned with Grill Stone and oil. No chemical cleaners are to be used on the grill surface.		
9	Any food items are to be removed from the cooler and freezer		
10	Stack tables at the back of Hall (face to face) or on the sides, plastic chairs are to be stacked at the back of the hall. Cloth covered chairs are to be stored in the coat room. Do not block Emergency Exit Doors with chairs		
11	Floors in the hall and the kitchen need to be swept		
12	The thermostat is preset so that the air conditioner and furnace will come on automatically when the system demands them.		
13	The two side doors are for Emergency Exit Only . You must use the Entrance door for entering the hall.		
14	Ensure ALL lights are turned off		
15	Ensure ALL doors are locked before leaving and a walk through is done of the bathrooms to ensure there is no one left on the premises.		

Return Checklist with the Key to the Summer Villages Office @ 605-2nd Avenue, Ma-Me-O Beach

