

## Grayland Community Hall

### CHECK OUT PROCEDURES

Call (360) 209-4272 for check out arrangements

\*\*\*\*\* Please bring this form with you at time of check out \*\*\*\*\*

Hall must be cleaned and checked out no later than by **10am** the day after the rental

ALL FLOORS MUST BE SWEEPED AND MOPPED.

WHEN RENTING THE GRAYLAND COMMUNITY HALL, I AGREE TO COMPLETE THE FOLLOWING:

#### MAIN HALL AREA

1. \_\_\_\_\_ Turn OFF **BOTH** thermostats for the heaters
2. \_\_\_\_\_ SPECIAL CLEANING INSTRUCTIONS WOOD FLOORS:
  1. WOOD FLOOR MUST BE CLEANED WITH VINEGAR SOLUTION AS PROVIDED BY Hall. **Do not use any harsh cleaners on wood floor.**
  2. USE WIDE SWEEPER BROOM WITH WET TOWEL WRAPPED AROUND IT.
  3. USE VINEGAR/DAWN/ WATER MIX IN SPRAY BOTTLE.
  4. SPRAY ENTIRE WOOD FLOOR AFTER SWEEPING.
  5. WASH OVER ENTIRE FLOOR WITH WIDE BROOM AND WET TOWEL.
  6. Please initial: \_\_\_\_\_
3. \_\_\_\_\_ Turn off all lights
4. \_\_\_\_\_ Remove **ALL** trash
5. \_\_\_\_\_ Lock **ALL** doors

#### KITCHEN

1. \_\_\_\_\_ Wash and dry any dishes used and put back where they were found
2. \_\_\_\_\_ Clean counters, sinks, stove and microwave
3. \_\_\_\_\_ EMPTY AND WIPE OUT FRIDGE
4. \_\_\_\_\_ Empty trash cans
5. \_\_\_\_\_ Turn off lights
6. \_\_\_\_\_ SWEEP AND MOP KITCHEN FLOOR WITH MOP AND BUCKET. USE LIQUID CLEANER AS SPECIFIED BY HALL.

#### BATHROOMS

1. \_\_\_\_\_ Clean sinks, toilets with cleaning solution.
2. \_\_\_\_\_ MOP FLOORS WITH LIQUID CLEANER AS SPECIFIED BY HALL DIRECTOR.
3. \_\_\_\_\_ Empty trash cans
4. \_\_\_\_\_ Turn off lights

#### OUTSIDE GROUND/PARKING LOT

1. \_\_\_\_\_ Pick up **ALL** trash

**GARBAGE:** Please remove **ALL** garbage or there will be an extra \$50 fee for garbage left. This fee will come out of the security deposit.

To ensure refund of your deposit, the above check-out form must be completed and signed off by a Board Member before any deposit amount is returned.

SIGNATURE (Renter) \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE (Commissioner) \_\_\_\_\_ DATE \_\_\_\_\_