

# COOKS VALLEY TOWN HALL RENTAL CHECK LIST

Renter: \_\_\_\_\_

Date of Event: \_\_\_\_\_

<i>Items and Services</i>	<i>Renters Duties Check List</i>	<i>Comments</i>
<b>Chairs/clean/wipe</b>		
<b>Clean Tables</b>		
<b>Chairs and tables returned to original location</b>		
<b>Decorations Removed</b>		
<b>Wash dishes/utensils</b>		
<b>Clean</b> 1. Mirrors 2. Toilets 3. Sinks 4. Walls 5. Windows 6. Ceiling		
<b>Floors Sweep/scrub</b>		
<b>Garbage bagged and removed</b>		
<b>Clean Kitchen</b> 1. Counter top (wipe) 2. Clean sinks 3. Refrigerator (wipe) 4. Stove (wipe)		
<b>Yard Maintenance</b> 1. Cigarette butts 2. Garbage, cans & bottles 3. Black top 4. No Food 5. Fence 6. Exterior of building		

**Comments:**