

# Rental Checklist

Please fill out the following check list before you leave the building. It is provided to help you fulfill your rental agreement.

Garbage bags can be found in the tall cabinet in the kitchen and a broom, dustpan & vacuum can be found in the stairway closet. Room #105 in foyer.

For any problems: Please call Trustee, Dan Dulyea (616-893-5402)

For building lock up:

If not issued a key, please notify Sue Rosendall your event is ended (if not already on the premises) when you leave. 231-225-6774. (There's a phone in the kitchen.)

Note: Not necessary for Sunday rentals.

If you were issued a key, please call Sue, lock the door (Be sure to prop it open!) and leave this form and the key on the kitchen counter before leaving.

Double check that all doors are closed and locked once outside.

**Please leave this form and the key (if issued one) on the kitchen counter.**

|  | Yes | No |
|--|-----|----|
| 1. Furniture returned to proper places?                                |     |    |
| 2. Dishes and equipment cleaned and returned to where they were found? |     |    |
| 3. Kitchen returned to its original condition and cleanliness?         |     |    |
| 4. Garbage cans used emptied and placed in dumpster?                   |     |    |
| 5. All cars removed from parking lot?                                  |     |    |
| 6. Return key? (if given one)  |     |    |

7. Report here any damage that may have occurred:

8. Report any liquid spills on carpeting:

9. Comments:

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