



## **Rental Check Out List**

The items listed below are the renter's responsibility prior to leaving the building and/or returning your key. Once you have completed the items listed below you are ready to return your key.

\*No nails, tacks, screws, staples, nor paint-damaging tape may be used on the floors, walls or ceilings, nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings, or surroundings. These above listed may only be allowed in if prior approval is given by head of fair maintenance.

### **General Facility**

- The renter is responsible for closing the facility. The duties involved in closing the facility are as follows:  
Returning all furniture and equipment to the original area and arrangements.
- Cleaning the refrigerator, no leftovers.
- Securing all windows.
- Turning off all lights.
- Locking all doors.
- Turning off the heaters/coolers. Doors must be checked from the outside since they may appear locked, and in fact, be open.
- The cleanup needs to be done during the contracted times. Once your contract dates are over, the cleanup will be charged against your deposit.

### **Restrooms**

- All restrooms must be clean.
- Trash emptied
- Floors clean
- Toilets and sinks clean and functioning.

If at any time during your rental should you have any problems with restrooms, you need to alert the fair staff immediately.

### **Use of the Kitchen**

Caterers - After caterer leaves it is still your responsibility to check for cleanliness.

- Rental equipment must be delivered during business hours and picked up immediately following the function.
- Following your event, clean all tables and chairs; counters and appliances. Sweep all floors including patio. Kitchen floor is to be wet mopped, do not wet mop wooden floors. Bag all garbage and debris and remove to dumpster.
- Please notify the fair office of any problems with building or equipment. Advise the staff of any problems needing immediate attention (phone numbers are located on both access doors).

- No leftovers are to be left in the refrigerator unless previously agreed to by the Administration.
- Drains under sinks need to be cleaned and left as found. No food and debris left behind.

All garbage/trash must be bagged and put in either the dumpster you rented or taken off site if you did not reserve a dumpster. If trash exceeds that which may be held by the Fair's container, the renter must remove it from the premises.

### **Key Return**

Now that you have completed the items on the check list you can turn your key to the fair office. There are two ways to do this.

- You can either drop your key in the back door (on the east side) of the fair office through the mail slot.
- OR: Come in to the fair office during office hours.

The return of your deposit is at the discretion of the fair staff and is subject to the inspections following your event. This checklist is for the sole purpose to assist you with your post event clean-up and does not guarantee a deposit return.