

POST-EVENT CHECKLIST

RENTER: _____ EVENT DATE(s): _____

The Bayside Community Hall policy is "Leave it like you found it or pay us to do it for you."
Generally, when the Renter follows the use, cleaning and decorating policies, the full security deposit is returned. A Hall Manager will inspect the building after each rental. **If after your event, furniture or kitchen and cleaning items must be returned, damages repaired, additional garbage removed, litter picked up outside, or additional custodial services are needed for the next renter – these charges will be deducted from your security deposit.**
When planning your event, you can save time and money by learning from the Hall Manager about set-up or custodial support and make those arrangements in advance. It is a lot of extra work for us to do this type of clean-up at the last minute, and we charge extra accordingly.

**GO THROUGH THIS ENTIRE CHECKLIST AT THE END OF YOUR RENTAL
INITIAL EACH ITEM TO SHOW THAT IT HAS BEEN COMPLETED.**

MAIN HALL

- _____ Put fixed theater seats up. Return round and folding tables & chairs to original storage spaces.
- _____ Cleaning: Dust / sweep & wet mop using provided cleaning solution on all floors, under seats, counters, entrance and stage.
- _____ Personal items: Check under counters, seats, stage! Remove anything that was not there when you rented the hall. Check coat racks for items left behind.
- _____ Heater: Return heater thermostats to 54 degrees.
- _____ Lights: Turn off ALL lights (stage, hall, entrance, ceiling string lights) following instructions.
- _____ Decorations: Remove all decorations and signs, inside and outside the building, and all painters tape or putty that was used for mounting.

FURNITURE (use care when moving, do not drop or drag on floor)

- _____ Round tables: Stack on rack, all in same direction. Do not to roll on edges (fold legs first, then lift on to rack). Return rack to the far corner of the kitchen.
- _____ Chairs: Hang folding chairs (top rung of each chair) on rolling racks so that they clear the doorway between main hall and kitchen. Please put all padded chairs together. Return racks to the far corner of the kitchen.
- _____ Rectangular tables: Fold and store on rolling racks beneath stage.
- _____ 12ft Tables: If 12foot tables were moved, use rollers to return to original positons with aisles in between.
- _____ Rolling wooden units: Push to back wall.

BATHROOMS

- _____ Pick up paper and flush toilets.
- _____ Empty garbage cans and put them with the rest of garbage.

KITCHEN

- _____ Stove & Grill: Ensure all burners are turned off. Clean grill & grease traps if used. Place grease in grease bucket under kitchen counter. **DO NOT** pour grease down the sink. **LEAVE PILOT LIGHTS ON.**
- _____ Ovens: Clean, removing spills and crumbs.
- _____ Dishes/Glassware/Utensils: Wash, rinse and sterilize all used plates, silverware, pots, coffee pots, cooking and eating utensils. Dry and return to designated drawers, cabinets and racks.
- _____ Counter tops and sinks: Remove all personal items. Empty dishrack. Clean surfaces and spray with sanitizer,

allowing to air dry.

- _____ Refrigerators & Freezer: Remove all items from refrigerator and freezer (including ice), wipe clean.
- _____ Garbage: Empty all trash into one garbage bag inside the trash container. Put the lid on tight and leave this trash can **inside by the back door**. Take all other trash with you unless prior arrangements have been made.
- _____ Recyclables: Take all of your recyclables with you, unless prior arrangements have been made.
- _____ Towels & Linens: Inspect for stains, spray stains with provided solution. Put in designated baskets in bin under the kitchen sink.
- _____ Floors: Sweep and wet mop if food has been consumed at your event.
- _____ Sinks: Empty basins, ensure no food debris in drains, clean the sinks and surrounding counters.
Make sure water is turned off.

CUSTODIAL CLOSET & LAUNDRY ROOM

- _____ Rinse mops and wring dry. Place in mop sink in laundry room.
- _____ Hang dust mops and brooms on wall hooks in custodial closet (next to men’s restroom).

EXTERIOR PORCHES, GROUNDS & PARKING LOT

- _____ Pick up litter, cigarette butts, broken glass and any other rubbish on the grounds and neighboring properties
- _____ Stack safety cones and leave in the foyer inside the Hall.

WHEN YOU ARE LEAVING/FINAL CHECK:

- _____ Take a minute to record any problems, questions or issues below
- _____ Turn heat down to 54 degrees on both thermostats.
- _____ Close all windows and interior doors.
- _____ Turn off all lights and fans, except the light over the kitchen sink should remain on.
- _____ Check that Main Hall Door and Door by the Piano are locked.
- _____ Leave the key and this signed Check List pinned to the black note board across from the Laundry Room.
- _____ Exit through the Kitchen Porch door, ensuring that it is locked.

I have checked all of the above:

Signature _____

Date _____

QUESTIONS, COMMENTS, NOTES FOR HALL MANAGEMENT:

Your evaluation comments on the Bayside Community Hall and your rental experience will help us to improve and are appreciated. What are your recommendations for improving the Hall as a rental venue?

