

Hall Rental Open Check List

Call Security 30 Minutes before needing hall opened at 573-259-3700

Adjust Air/Heat to comfortable settings			
Turn On Lights			
Check Tables		How many are currently up	
		Clean?	
Check Chairs		How many are currently up	
		Clean?	
Make sure Trash cans are empty			
Check Condition of Bathrooms			
		Clean?	
Cleaning Supply Closet Unlocked		Supplies Stocked?	
Overall Condition of Hall			
		Floors - Swept ?	
		Floors - Mopped ?	
Overall condition of kitchen			
Condition of Ice Maker			
Make sure dumpster is unlocked and doors open			
Juke Box Unplugged			
All Entrance doors are unlocked (except the Library Door)			
Notes (Any visible defects? Or additional Notes):			

Renter's Signature

Date

Security's Signature

Date

Hall Rental Closing Check List

Call Security 30 Minutes before leaving @ 573-259-3700

Adjust Air/Heat to Closing Settings			
		Fall & Winter - 60 degrees	
		Spring & Summer - 75 degrees	
Turn Off Lights			
Check Tables		How many are currently up	
		Clean?	
Check Chairs		How many are currently up	
		Clean?	
Make sure Trash cans are empty			
Check Condition of Bathrooms			
		Clean?	
Cleaning Supply Closet Locked		Supplies Stocked?	
Overall Condition of Hall			
		Floors - Swept ?	
		Floors - Mopped ?	
Overall condition of kitchen			
Condition of Ice Maker			
Make sure dumpster doors are closed and dumpster is locked			
Juke Box Unplugged			
All Exit doors are locked.			
Notes (Any visible defects? Or additional Notes):			

Renter's Signature

Date

Security's Signature

Date