



GREATER HANSVILLE COMMUNITY CENTER CHECK OUT SHEET

PLEASE RETURN COMPLETED CHECK LIST WHERE YOU FOUND IT BEFORE LEAVING.

NAME OF EVENT: _____ **DATE:** _____

TOTAL # OF PEOPLE IN ATTENDANCE _____ **AT YOUR EVENT**
(Information is needed for our Health Department Report)

GENERAL INSTRUCTIONS: The purpose of this checklist is to ensure that you return the facilities in the same condition we presented to you for the next renter. The person responsible for rental **MUST** initial each check out item as completed. Mark N/A if not applicable to your rental.

PLEASE COMPLETE ALL ITEMS

- ___ **TURN OFF** The microphones and sound equipment.
- ___ **SWEEP ALL** floors and spot mop as needed for spills, scuffs, etc.
(Use mop and **ONLY** the solution in bucket located in table & chair closet located in the West Room.)
- ___ **WEST ROOM** arranged to standard configuration, see diagram on back of this form

KITCHEN CHECK OUT:

- ___ **WIPE DOWN** counters, stove and sinks with provided sanitizing solution.
- ___ **REMOVE food** items from white floor drain under the sink.
- ___ **PUT** used dishtowels in the dish rack.
- ___ **EMPTY** garbage and recycling cans into GHCC dumpster outdoors. (Do not use large Kitsap County dumpster)
- ___ **REMOVE** your food contents from the refrigerator and freezer. Take them with you.
- ___ **UN-PLUG** all small kitchen appliances and coffeemaker from the outlets.
- ___ **TURN OFF** ovens, fans, lights, and lock kitchen door and window **BEFORE** leaving the building.

BATHROOM CHECK OUT:

- ___ **CHECK** bathrooms for tidiness before leaving. Flush toilets.
- ___ **WIPE DOWN** counters and sinks with provided sanitizing solution and dry counters with paper towels. Clean floors of any soiling or water.
- ___ **CHECK ALL** sinks and toilets to ensure **no** water is left running.
- ___ **EMPTY** garbage cans into GHCC dumpster outdoors. (Do not use large Kitsap County dumpster)
- ___ **TURN OFF** lights and fans in both bathrooms.

BUILDING EXIT INSTRUCTIONS:

- ___ **TURN OFF** all remaining interior & exterior lights.
- ___ **TURN OFF** heater timers on walls of rooms rented. (East & West)
- ___ **CHECK ALL** East & West room windows and exterior doors to make sure they are **LOCKED**.
- ___ **RETURN KEYS** as instructed to Lock Box A. **Spin the numbers.**
- ___ **SET PARKING LOT LIGHTS TIMER** (see instructions in chair closet)

SIGNATURE OF RENTER

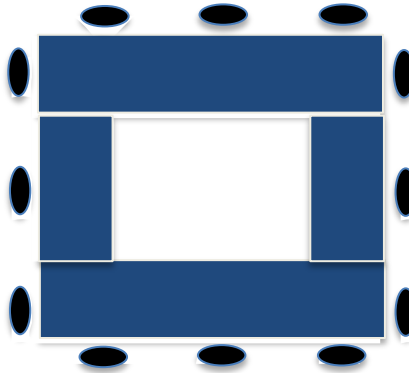
DATE

FAILURE TO FOLLOW ALL CHECKOUT RULES WILL RESULT IN FORFEITURE OF ALL OR PART OF YOUR DAMAGE DEPOSIT



Standard West room configuration

Leave two 8-foot and two 6-foot tables, set up in a rectangle with 12 chairs as shown in the center of the room (Parallel to the walls).



If there is an **emergency** during the event **concerning the facility** call Chuck Strahm at 949-338-8423 or Christy Mackey at 360-881-0474. **These numbers are only for true building emergencies.** All other calls must be directed to the rental coordinator at 808-345-4724. If there is a fire, medical or life-threatening emergency, call 911.