

Payment to set the date:	Key Pick up and Deposit:
Paid Date	Key Pick up Date
Rental Check #	Key Picked up By
Received by	Deposit Check #

**USER'S CHECKLIST**

*This must be completed following your rental.*

- Sweep floors and wipe up any spills.
- All tables and chairs are washed clean and put back in their original location.
- No tables or chairs were taken out doors.
- No hot food items were on tables without hot pads.
- Shut and lock all windows and doors.
- All garbage and trash removed and disposed of lawfully off-site by the User.
- All spills wiped up on counters and in refrigerator.
- Microwave and oven was cleaned of any spills.
- All items were removed from the refrigerator and taken home that were brought.
- No litter, trash or junk outdoors on Township grounds.
- Bathroom is clean, water off on sinks and toilets flushed.
- Set thermostat at 55° in winter or 70° in summer.
- Lights turned off.
- Kitchen area, items and utensils are clean and put back in their designated cabinets.
- Key and this list left in outside drop box or with the township clerk.
- Nothing was broken. (if any damages occurred, please note them on the back.)

**I attest that all of the above has been completed:**

Please sign: \_\_\_\_\_ (on behalf of \_\_\_\_\_ (the User)

Dated: \_\_\_\_\_, 20\_\_

*The deposit will be returned to the User by mail if all of the above is completed and no physical damage is done to the building and no other costs are still owed to the Township.*