

## Maple Shade Barn Rental Closing Check List

After your rental time, please walk through the closing check list and confirm that all items and tasks have been completed and that the Maple Shade Barn is left in the same condition as it was found. Please **verify and check** (✓) that all the requirements have been met.

- Tables are cleared of any food, decorations, refuse and coverings and are wiped clean.
- Decorations are removed from the rental space and disposed of properly.
- All floors are swept and trash is not left around tables, trash cans, or corners of the space.
- Any tables and chairs that were rearranged by the renter for the event must be returned to their original place in the banquet room (not in the storage closet) and neatly organized.
- All trash from the event is removed from the property by the renter.
- Trash bags that were used by the rental party must be replaced within the trash cans that were used.
- If you used the kitchen, clean up all messes you may have made and wipe out the three-compartment sink. Empty all products you stored in the refrigerator and freezer.
- NYCHAPS will be responsible for removing trash and stocking supplies in the restrooms.
- All lights have been turned off in the rental space including lights in the lobby, bathrooms, storage closet and kitchen.
- The heating and cooling thermostat should be turned to 65° (to prevent mold issues).
- Before leaving the rental space, press the button with the picture of a closed lock and shut both the interior door and the entrance door before exiting the building and test the handles to confirm they are secured.
- Remember to close the blue swing door that covers the entrance door to the barn. Secure the clasp that latches the door to the barn to properly secure the building.

**Please sign** that you have verified all obligations have been fulfilled and place this form on the desk in the lobby for administrative purposes. Any unacceptable neglect from the renter's party may result in the removal of future renting privileges at the Maple Shade Barn.

Renter Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_