

**Marion Township House
Reminder List & Cleaning Checklist**

Reminder List

- Refer to your rental agreement for specific “rental rules”
- You must vacate the facility no later than 12 o’clock midnight, unless prior arrangements have been made.
- Alcohol is prohibited on the property.
- No sales of any type are permitted on the property
- Please make sure everyone is parked on the asphalt, and on the township property. Do not block any of the overhead doors, on either side of the building, as we have emergency vehicles (fire department) in the building.
- Tables and/or chairs may not be removed from inside the facility for any reason. Please make sure to keep everyone off the chairs with rollers.
- Decorations cannot be affixed to the walls, buildings, or fixtures. No tape is to be used throughout the facility.
- Any spills or accidents are the responsibility of the renter to clean up. Bring your own dish towels, rags, paper towels, cleaning agents, and garbage bags, as these are not provided. We have a broom, dustpan, sponge mop, and a vacuum in the rest room. Basically, we ask that you leave the facility and property the way that you found it. Take a picture of the “before” if necessary.
- For emergencies, call any one of the Trustees, or the Fiscal Officer:
 - Jeanie Ploeger (419) 423-4647
 - Bob Doxsey (419) 957-1305 – call or text
 - Jim Gosche (419) 387-7591
 - John Wolfe (419) 722-9187 – call or text

Cleaning Checklist

As per the rental agreement, cleaning the facility is the responsibility of the renter. This includes the kitchen, the bathrooms, the main meeting area, the tables and chairs, and the grounds. You must leave the facility clean, undamaged, and complied with the rental agreement to be able to rent the facility again. You must report and pay for any damage. Physically check these items off as they are completed. Sign at the bottom confirming this.

Checklist

Kitchen

- _____ Remove items from the refrigerator and freezer and clean up spills
- _____ Clean the microwave oven by removing food crumbs, spills, and splatter
- _____ Clean the sink by removing food and spills
- _____ Clean the countertops by removing food, spills, trash, etc.
- _____ Tie trash bags and put them in the dumpster outside (**key beside door**)
- _____ Put new trash bags in the trash cans
- _____ Spot sweep the floor to remove food, trash, and litter
- _____ Spot mop the floor to remove spills and residue

Checklist

Bathrooms

- _____ Empty trash
- _____ Clean the sink
- _____ Clean the toilet if necessary
- _____ Spot sweep the floor to remove food, trash, and litter
- _____ Spot mop the floor to remove spills and residue

Checklist

Main Meeting Room

- _____ Remove everything "foreign" from tables & chairs
- _____ Clean the tables & chairs by removing food, spills, trash, etc.
- _____ Tie trash bags and put in dumpster outside, put new bags in trash cans (**key beside door**)
- _____ Spot sweep the floor to remove food, trash, and litter
- _____ Spot mop the floor to remove spills and residue
- _____ Put cleaning equipment away
- _____ Double check that you take all items with you (eg: utensils, extension cords, dishes, etc.)
- _____ Return thermostat to energy saving temperature – 76 degrees in the summer, and 65 degrees in the winter
- _____ Shut off lights, put completed checklist in the box marked "Checklist," **and make sure the door locks behind you (deadbolt - east/west)**

Renter's Printed Name _____ Today's Date _____

Renter's Signature _____