

## TCMP Facility Checkout Sheet

Organization Name: \_\_\_\_\_

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

*Please check that each step has been completed, and sign bottom of form before leaving facility at end of event. Leave the signed form on the counter in the Café. Thank you.*

- Reminder: supplies and beverages served are to be supplied by renter. However, ICE is available as needed (Currently, the ice machine is out of service).
- Reminder: renter must supply own k-cups or bring ground coffee and filters to use the available commercial coffee maker.
- Turn off warming oven, coffee pot or any other warmers used to serve food.
- Trash should be collected in the large rolling containers in the Meeting Room, rolled outside and placed in dumpster located on the left side of the parking lot at you exit the building. Thank you for helping us take care of our facility! DO NOT DRAG BAGS ACROSS THE CARPETS.
- Remove trash from building -- PLEASE DO NOT DRAG OR CARRY TRASH BAGS ACROSS THE CARPET OUTSIDE OF THEIR PLASTIC CONTAINERS AS LIQUIDS MAY LEAK OUT AND STAIN THE CARPET. IF THIS OCCURS YOU WILL LOSE YOUR DEPOSIT.
- Replace trash can liners in each of the trash cans used. Can liners are located either in the bottom of the can itself, or under the sink in the Café.
- If food or beverages have been used, wipe down tables or solid surfaces where food/beverages have been used (Meeting Room, Café, Kitchen).
- Be sure there is no debris left on floors, under tables, etc. Vacuum cleaner is located in storage closet beside water fountains.
- Check restrooms. Make sure toilets are flushed and no water is running. Turn off lights and the fan as you leave.
- Turn off all A/V equipment (requires pressing off twice), TV screens, etc.
- If the user/renter does not purchase **Room Re-Set (\$100)**, the user/renter MUST re-set tables and chairs to their original format prior to leaving The Chamber Meeting Place.
- In large meeting room, only leave the perimeter ceiling lights and the bathroom hall light on.
- In large meeting room, press "Run Program" on both thermostats.
- In Café, turn off all lights except the kitchen light. Leave it on.
- In Café, press "Run Program" on thermostat.
- Check that right exit door is locked before exiting. (Lock is located inside the door frame. Lift/lower both the top and bottom levers.) Double-check that the other door is locked after exiting the building.
- After securing the building, text the Chamber representative listed below to let her know that you are finished.

***I have checked each of the items above (if applicable) and have verified each applicable step has been completed.***

Signed: \_\_\_\_\_ Time of departure: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

**Please leave signed form and access card on counter in Café.**

**Chamber Contact: Cereto Bean Phone: 808-781-9867 (text)**