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**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.*

* ICE is located in the machine in kitchen.
* Water bottles are available, located in the refrigerator DRAWERS beside the sink in the Café.
* Ground coffee and sweetener packets are located in the drawer below the coffee machine. Renter must supply any liquid creamers or k-cups if preferred.
* 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. Staff will remove from facility. DO NOT DRAG BAGS ACROSS THE CARPETS. Thank you for helping us take care of our facility!
* If food or beverages have been used, wipe down tables or solid surfaces where food/beverages have been used (Meeting Room, Café, Kitchen).
* 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 bathroom hall light on.
* In large meeting room, press “Run Program” on both thermostats. It is an icon shaped like a house.
* In Café, turn off all lights except the kitchen light. Leave it on.
* In Café, press “Run Program” on thermostat.
* If you have been issued an electronic key, leave it on the table with the checkout sheet.
* 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)*