



Renter's Exit Checklist
Bay Lodge

This form must be completed, signed, and returned with the keys to the Police Department immediately following the facility rental. The security deposit refund is contingent upon receipt of this completed and signed checklist.

- Trash:** Trash has been properly bagged and placed in the metal dumpster located at the north edge of the parking lot on the west side of the building.
- Recyclable Material:** Cans & plastic beverage bottles have been bagged and placed in the recycling containers on the south side of the Bay Lodge. *If trash bags are placed in the recycling bins, the renter will forfeit a portion of their security deposit.*
- Furniture:** All tables and chairs are collapsed and properly stored in the storage areas and on the storage racks, if applicable.
- Equipment:** The screens are retracted. The podium, microphones, and TVs are all turned off.
- Floors:** The floors are swept and spills are mopped.
- Refrigerator and Countertops:** All items were removed from the refrigerator and countertops. The countertops were wiped off. The countertops and refrigerator are free of debris and spills.
- Heat/AC/H2O:** The heat thermostat is set to 63 degrees (winter months). The A/C is turned off (summer months). The kitchen and restrooms were checked to ensure the water is turned off.
- Lights & Exhaust Fans:** Lights, ceiling fans, and restroom exhaust fans were turned off.
- Windows & Doors:** Windows and doors are closed and locked.
- Damages:** *Use the reverse side of this form to report any damages that occur during your event. You may also notify us if you found tables or chairs that were unstable/unusable.*
- Keys:** Keys were promptly returned to the Bay Village Police Department after the event.
- Exit:** *Please leave the facility in the same condition as found.*

Renter's Signature

Date of Event

Print Name