**Room Rental Checklist - to be completed before leaving the building.  
Don’t forget the attendance record on the other side of this page.**

|  |  |
| --- | --- |
| **Meeting Room**   * Kitchen countertops & sink cleaned * Leftover food removed * Tables cleared and wiped * Room-darkening shades raised * All lights turned off * Exit door by parking lot pulled shut * Trash bags closed and placed by door * Coffee maker unplugged & cleaned out * Attendance record filled out | **Legacy Room:**   * Tables cleared and wiped * Leftover food removed * Trash bags closed and placed by door * Attendance record filled out |