**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
 |