**AMERICAN LEGION POST 405**

**Rental Check List**

1) If renting building “all day”, events should be concluded and building cleaned by **midnight**. **Lights out** soon to follow.

2) **Nailing, taping, stapling, or fastening** to walls and ceilings are strictly prohibited. **Blue Painters Tape** can be used sparing to post light weight paper or balloons to the wall (**not ceiling**). Dispose of at clean-up.

3) All Floors must be **swept** (**moped if necessary**) with the dust push brooms and mops provided.

4) All **table tops and kitchen counter tops must be cleaned** (if stove is used, clean as needed. **Turn-off the LP gas** with the valve in the rear of the stove.

5) **Bathrooms** must be “tidy up” ready to use. The **floors should be moped** with the “**Swiffer Sweeper**” mop provided. ( If pads not available, use a mop with cleaner located in the kitchen sink cabinet).

6) Tables and chairs in the main meeting hall must be returned to the two lines of 5 tables, with 6 chairs each ( approximately five (5) feet from the side walls with the two tables in the front in a “**U-shaped fashion**”

7) Trash bags are provided. Use the trash containers outside by the ramp to dispose of filled bags at cleanup.

8) Noise disturbances involving “law enforcement” will be considered in any **deposit refunds**.

9) This check list is a quick reference. The signed **Rental Agreement** applies in the final rental process.

10) When leaving the building: After clean-up, **Turn-off HVAC units** (two thermostats), **turn off all lights**, and **lock the doors securely**. Do not turn off any Electrical Panel breakers. **Entering the panel is not necessary**.