



Room Rental Checklist: Post-Event

We ask that all renters leave the facility in the same condition it was found. Please allow 30–60 minutes at the end of your rental to complete the tasks below. Failure to complete these items may result in additional fees.

General Facility

- ☐ Return any borrowed equipment to the Welcome Desk (*e.g. microphone, remotes, & etc.*)
- ☐ Remove all rental furnishings unless prior arrangements were approved by the Event Coordinator
- ☐ Ensure all decorations and personal items are taken with you
- ☐ The renter must sign out at the Welcome Desk
- ☐ Close all doors securely and ensure they are locked before leaving

Multi-Purpose Rooms & Event Spaces

- ☐ Wipe down all tables and chairs with a damp cloth
- ☐ Clean up any large spills on the floor
- ☐ Remove all decorations, signage, and tape/putty from walls and tables
- ☐ Place all trash in containers (*do not overfill; request extra bags from the Welcome Desk if needed*)
- ☐ Leave tied trash bags in containers for staff disposal

Kitchen

- ☐ Wipe down countertops, stove top, and clean any spills on the floor
- ☐ Break down and flatten all cardboard boxes and stack them neatly near the trash bins
- ☐ Remove all food (*do not leave anything in the fridge or on the counters*)
- ☐ Wipe down the inside of the fridge if any spills occurred
- ☐ Leave tied trash bags in containers for staff disposal