

Monroe Township Hall Rental Checklist
4141 E Filmore Rd, White Cloud, MI 49349

EVENT: _____ **DATE:** _____

RESPONSIBLE PARTY: _____ **PHONE:** _____

Please be sure to complete the items on this checklist to ensure return of your deposit and future rentals of the township hall. Thanks!

_____ Tables and chairs are clean and arranged the way they were before the event.

_____ Decorations and tape have been removed.

_____ Floors have been swept, vacuumed and mopped.

_____ Entry area and steps are clean.

_____ Counters and appliances are wiped clean.

_____ Litter outside the hall has been picked up and removed.

_____ Trash from hall and bathroom have been bagged and removed from the property.

_____ Thermostat has been returned to the setting it was prior to the event.

_____ Lights are turned off.

_____ Doors and windows have been closed and locked.

_____ Keys returned to township representative.

Thank you for your attention to detail in cleaning up after your event. This will assure future use of the town hall for all residents and owners within Monroe Township.

TOWNSHIP REPRESENTATIVE: _____

DATE KEYS RETURNED: _____

CHECKLIST DUTIES COMPLETED PROPERLY: **YES** **NO**

IF NO, REASON WHY _____