



# Rental Checklist

for the

## Raisin Community Center (RCC)

At 3266 Gady Road, Adrian, MI. 49221

Raisin Township Phone Number: 517-423-3162, Fax Number: 517- 423-6732

[www.raisinchartertownship.com](http://www.raisinchartertownship.com)

### **RENTER INFORMATION:**

Renter Name: \_\_\_\_\_ Rental Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Your rental party must cease by 11pm, and the building must be vacated by 12am.

- \_\_\_\_ 1. Return all tables and chairs to the storage area, please wipe them off if needed.
- \_\_\_\_ 2. Sweep and mop floors (broom, mop, bucket and cleaning supplies are provided in the janitorial closet by the Women's restroom).
- \_\_\_\_ 3. Remove all trash (including from restrooms). It is your responsibility to dispose of the garbage.
- \_\_\_\_ 4. Wipe down kitchen counters.
- \_\_\_\_ 5. Check to make sure the oven and burners are turned OFF and wipe up any spills.
- \_\_\_\_ 6. Remove all decorations (indoor and out) including any tape or string used to hang them.
- \_\_\_\_ 7. Check to make sure all items are removed from the refrigerator and any spills are cleaned up.
- \_\_\_\_ 8. Make sure the bathrooms are clean, water in the sinks is turned off and toilet are flushed.  
(Please make sure the water stops running before leaving the building).
- \_\_\_\_ 9. Refill the paper towels and toilet paper in both bathrooms (supplies are in the janitorial room next to the Women's restrooms and keys to the paper towel holder are on the keyring with the hall key).
- \_\_\_\_ 10. Please check to make sure no personal items are left behind, anything found will be kept at the Township office for 30 days. The Township will not be responsible for lost or stolen items.
- \_\_\_\_ 11. Return heat/air conditioning to original temperature.
- \_\_\_\_ 12. Turn off lights.
- \_\_\_\_ 13. Lock both doors.
- \_\_\_\_ 14. Check parking lot for trash (including cigarette butts).
- \_\_\_\_ 15. Return this checklist and key to drop box at the township office immediately following the event.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_