

Reminders:

DO NOT LEAVE THE BUILDING UNATTENDED. IF YOU HAVE AN EMERGENCY OR AN URGENT MATTER THAT REQUIRES YOU TO LEAVE, PLEASE CALL. WE CAN LOCK THE DOOR AND UNLOCK IT WHEN YOU RETURN!

DO NOT PUT COOLERS ON THE WOODEN FLOOR IN THE EVENT SPACE!

-To turn the stove on, you must first turn on the timer which is located above the right hand corner of the stove.

-Extra trash bags on the kitchen counter are for your use.

Cleaning Checklist: Cleanup is the responsibility of the renter. Everything brought into the Event Space or shelter house, including flowers, decorations and debris must be removed. The space is to be restored to order at the conclusion of the event. If cleanup is not performed to satisfaction, the cost of the cleanup will be deducted from the Renter's deposit.

_____ Renter is responsible for bringing their own cleaning cloths, paper towels, dish soap, etc. Grinter provides bathroom supplies and trash bags including an extra set of trash bags. **DO NOT USE OUR BATHROOM PAPER TOWELS FOR YOUR NAPKINS OR CLEAN UP TOWELS!**

_____ Do not sit or stand on the tables or chairs. A step stool is located in the kitchen broom closet for your use. Tables and chairs are to be wiped down and put back as they were found. Follow the layout for placement. Any tables brought down from the landing, should be returned to the landing. Three chairs are set up under the open side of the table (not against the wall). Extra chairs are to be stacked under the stairs in one direction. If our cleaning crew has to return extra tables to the landing, you will be charged \$25 per table. If our cleaning crew has to deal with unorganized chairs, their fee will be passed along to you.

_____ Clean kitchen, including counter tops, sink, stove, microwave and refrigerator if used.

_____ Kindly dump all bathroom trash into larger trash bags.

_____ Any spills on the floors need to be cleaned up. All floors, including kitchen and bathrooms must be swept. **BROOMS ARE LOCATED IN THE BROOM CLOSET IN THE KITCHEN.** DO NOT MOP THE FLOORS, but clean all spills.

_____ Put all trash in the dumpster which is located in the rear parking lot.

_____ Close all blinds or curtains.

_____ Check the grounds and parking lots for any possible trash left by your guests and dispose of it properly.

_____ If the North Door was open, please make sure it is closed and locked. We receive a notice every time this door is opened. If the double doors at the front door are open, you must latch the second door. We receive a notice every time this second door is opened. If an alarm is set off because these doors were not properly secured, you will be charged an alarm fee.

_____ Turn off lights as you go from room to room, the outside light ("porch light") will remain on.

Call 913-334-2500 before leaving the facilities and follow the closing instructions

Failure to call may result in the forfeiture of the deposit.