CHECK OUR PROCEDURES FOR

Grayland Community Hall

Call (360) 267-6532 or (360) 580-1803 for check out arrangements

*******Please bring this form with you at time of check out *******

Hall must be cleaned and checked out no later than by **10am** the day after the rental

WHEN RENTING THE GRAYLAND COMMUNITY HALL I AGREE TO:

MAIN HALL AREA

1. _____ Turn OFF **BOTH** thermostats for the heaters
2. _____ Sweep **ALL** floors used (DO NOT WASH OR WAX WOOD FLOORS)
3. _____ Turn off lights
4. _____ Remove **ALL** trash
5. _____ Lock **ALL** doors

KITCHEN

1. _____ Wash and dry any dishes used and put back where they were found
2. _____ Clean counters, sinks, stove and microwave
3. _____ Empty fridge
4. _____ Empty trash cans
5. _____ Turn off lights
6. _____ Sweep/mop floors

BATHROOMS

1. _____ Clean sinks, toilets and mop floors.
2. _____ Empty trash cans
3. _____ Turn off lights

OUTSIDE GROUND/PARKING LOT

1. _____ Pick up **ALL** trash

GARBAGE

Remove **ALL** your garbage or pay an extra $25 to $50 depending on the amount of garbage left. This fee will come out of your deposit

To ensure return of your deposit the above check out must be completed and signed off by one of the Board Members before any of the deposit will be returned.

SIGNATURE_____DATE_____

SIGNATURE_____DATE_____

Hall Director or SBP&R Commissioner