

Young-Budd Post #171, American Legion, Inc.

Event Exit Checklist

Renter Name _____
(Please Print)

___ Clean oven.

___ Turn off oven Gas valve and Lock oven gas valve cover.

___ Report any damage occurred during your event.

___ All trash cans emptied and trash placed in dumpster. Insert new liners in trash cans.

___ Any kitchen appliances used must be turned off.

___ All ceiling fans or portable fans turned off.

___ All windows must be closed and locked.

___ If air conditioning was used, reset timer in boiler room. If heating system was used, turn thermostat back to 60 degrees.

___ All decorations put up for this event are taken down and removed from premises. Also remove all tape holding decorations.

___ All tables and chairs used are placed back on the chair caddies and table caddies (stored under the stage).

___ All floors (especially the kitchen) swept and mopped as needed.

___ Countertops in kitchen also must be wiped clean.

___ All guests are out of the building no later than Midnight.

___ Outside of building and parking lot checked. Discarded items and any trash should be placed in dumpster.

___ Turn off all lights including restrooms and outside lights.
Make sure all outside doors are locked and secured.

Signed off by

Date _____