

# Renter's Checklist

*(leave this check list, along with your FOB, allen wrench, microphones in the kitchen after the event)*

Name: \_\_\_\_\_

revised 7/23

\_\_\_\_\_ NO SMOKING!!!! This is a smoke free facility. NO glass bottles.

\_\_\_\_\_ No skittles or gummy products may be used that can stick to the floor as they are very hard to remove. (when cleaning up please watch for gum & liquids on the floor and clean up.)

\_\_\_\_\_ The renter is responsible to sweep all floors and remove debris to dumpster. Remove garbage from bathrooms, kitchen, etc.

\_\_\_\_\_ The renter is responsible for any damages or extra janitorial services.

\_\_\_\_\_ Remove all garbage - more trash bags in kitchen (cigarette butts-bottles-cups, etc.) must be picked up outside. Dumpster rental available if needed at renters expense call Dallas Kok at 605-337-2539.

\_\_\_\_\_ **No staples, tacks, duct tape, packing tape or nails into walls, ceiling tiles or floors** (3M command strips are recommend for walls and only freezer tape may be used to hold cords on floors.

\_\_\_\_\_ Wipe off **all** tables/chairs used (even if linens or coverings are used as products soak through.) Put away after they're dry.

\_\_\_\_\_ Turn off sound system by powering it down and lock it up, return microphones to kitchen.

\_\_\_\_\_ Turn down heat/air - will need to be reset every 3 hours.

## KITCHEN:

\_\_\_\_\_ Clean up kitchen - whatever you use, you must clean! Remove food from the refrigerator & ovens and wipe spills "before the following day at noon" to avoid additional fees.

\_\_\_\_\_ Wipe down counter tops & backsplash, sweep and mop floor.

\_\_\_\_\_ Leave soiled towels on drain board.

## MISCELLANEOUS:

\_\_\_\_\_ Turn off all the lights

\_\_\_\_\_ Make sure to lock ALL the doors

\_\_\_\_\_ Check stools and bathroom urinals that may need flushing

### This facility has:

21 - 8x30 tables

8 - 6x30 tables

13 - 3x8 tables that are very heavy

1 - 14x28 banquet table on wheels

Approximately 275 chairs

If you should notice damage to anything in our facility please let a contact person know.

Monica VanderPol: 605-680-9989

Judy Parker: 605-680-0275

Dave Scott: 605-690-1189

Jenn Oberbroekling: 605-680-4892

***Failure to comply with this list may result in forfeit of deposit and/or extra fees.***