

CHECK OUT PROCEDURE FOR MAPLEWOOD BARN

Please use this paper as a check-off sheet as you complete these tasks, and return with the key.
Thank you!

- Take trash outside to trash cans on east side of building. Replace trash bags. Trash bags are located on the shelving in the storage area. PLEASE DO NOT LEAVE YOUR TRASH IN THE BARN.
- Wipe off tables and chairs.
- Take down tables & chairs and put them on the racks. Return them to the storage area.
- Sweep and dust mop all floors. Mop if necessary. Dust mop, broom, dust pan, mop and other basic cleaning supplies are located in the storage area.
- Remove all personal belongings.
- Check to make sure all lights are off & all outside doors are locked, including big garage-type doors at north and south ends of the barn.
- Set alarm according to instructions on key ring.

I have cleaned the facility per the guidelines noted above.

(Please print name)

Date

Thank you for your assistance in keeping this facility clean & safe!

Friendly Reminder...

Entry into the facility is to be only during the scheduled hours of your reservation.

Reservation Date: _____

Reservation Time: _____

Entry into the facility other than your reservation time could result in loss of your deposit or the loss of future facility rentals.

Thank You