

Unitarian Universalist Fellowship of Ames



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Post-rental checklist

You are expected to use the checklist as a *minimum* guide. *All trash must either fit in the single trash receptacle outside or you must take it with you when you leave.* The refund of your \$50.00 deposit fee depends on these conditions being met in a satisfactory manner.

Renter : _____ **Date:** _____

Fellowship Hall, Fireside Room:

- ___ Sweep or vacuum floors in all rooms used
- ___ Return chairs used to original location
- ___ Clean and return tables to original location
- ___ Return furniture to original arrangement
- ___ Lock main level doors if necessary
- ___ Leave bathrooms clean and neat
- ___ Close windows
- ___ Check and reset thermostat if necessary
- ___ Turn off all lights and fans

Kitchen:

- ___ Wash any UUFA dishes used. Includes washing, sanitizing, drying, and returning to original location.
- ___ Turn off appliances and coffee maker as needed
- ___ Place used towels in towel bin under counter
- ___ Clean off all counter and stove tops
- ___ Remove all food and waste from the trash containers

Channing/Barton and Classroom 3:

- ___ Sweep or vacuum floors in all rooms used
- ___ Return chairs used to original location
- ___ Clean and return tables to original location
- ___ Return furniture to original arrangement
- ___ Leave bathrooms clean and neat
- ___ Check and reset thermostat if necessary
- ___ Turn off all lights and fans

Notes to renter: _____

Notes from renter: _____
