

# Rental Checklist

Kitchen and main room lights are turned off



All trash is bagged and disposed of in the bin outside

All doors are securely closed and locked



The TV, sound equipment, and microphone are turned off  
Return all remotes and equipment

Tables & chairs are cleaned and put back in the designated area

**Chairs should be in stacks of 11**

Areas are cleaned, any spills or messes are mopped up



Kitchen tools and utensils are washed, dried, and put away

All outdoor trash **including cigarette butts** is picked up, bagged, and disposed of in the outdoor bin



To report any issues during the rental, email

[info@canalwinchesterohio.gov](mailto:info@canalwinchesterohio.gov)

Or call 614-837-7913

**In case of emergency, call 911**