

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 to the drawer/cabinet

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

Chairs should be in stacks of 10, do not block thermostat

Areas are cleaned, any spills or messes are swept & mopped

Broom, dustpan, mop, and other supplies are stored in
& returned back to the closet between the restrooms



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

All decorations and removable tabs/putty are cleaned off the walls

No tape, pins, nails, or other adhesives may be used on the walls



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

For urgent issues, **TEXT** (614) 774-7382

In case of emergency, call 911