

**City of Bay Village**

**Renters Exit Checklist**

This form must be completed, signed, and returned with the keys to the Police Department. The Security Deposit refund is contingent upon receipt of this completed and signed checklist.

- Trash:** (Bay Lodge) Trash has been properly bagged and placed in the metal dumpster located at the north edge of the parking lot on the west side of the building. (Community House): Trash was bagged and placed in trash containers on the north side of the building.
- Recycle Material Bay Lodge:** Cans and plastic beverage bottles were bagged and placed in the Recycle Containers on the south side of the Bay Lodge building. If trash bags are placed in the recycle containers, the renter will forfeit a portion of their security deposit.
- Furniture:** All tables and chairs were collapsed and properly stored in the storage areas and on the storage racks, if applicable.
- Equipment:** The screens were retracted. The podium, microphones, and TV's were turned off.
- Floors:** The floors were swept and spills were mopped.
- Refrigerator and Countertops:** All items were removed from the refrigerator and the countertops. The countertops were wiped. The countertops and refrigerator are free of debris and spills.
- Heat / AC / H2o:** The Heat thermostat was set to 63 degrees (Winter Months). The Air Conditioning was turned to the "Off" position (Summer Months). The kitchen and restrooms were checked to ensure the water was turned off.
- Lights & Exhaust Fans:** Lights, Ceiling Fans, and Restroom Exhaust Fans were turned off.
- Windows & Doors:** Windows were closed and locked. Doors were closed and locked.
- Damages:** Use the reverse side of this form to report damages that occurred during your event. You may also notify us if you found tables or chairs that were unstable / unusable.
- Keys:** Keys were promptly returned to the Bay Village Police department after the event.
- Exit:** The facility was left in the same condition it was found.

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Renter Signature

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Date