

TPCC

Instructions for keeping your rental on track

Renter Checklist

Before Event

- Reserve your rental dates with Rental Agent
- Complete and submit your rental paperwork
- Check for rental deposit
- Check for 3rd party cleaning fee
- Check for security deposit (must be separate check)
- Obtain and submit your event insurance binder to Rental Agent
(at least 7 days before event)
- Check for remaining rental deposit
(at least 7 days before event)
- Obtain keys from Rental Agent (morning of event)
- Conduct a walk-through of Rental facilities with Rental Agent
(morning of event or agreed upon time)
 - Confirm kitchen counters are clean
 - Confirm trash bins are empty
 - Confirm bathroom is stocked with soap, hand towels, and toilet paper
 - Review how the AV system works
 - Ensure refrigerator on right is empty

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After Event

- Review shutdown checklist posted on the wall in the kitchen
- Remove all of your decorations
- Remove all your items from the kitchen and facility (do not leave anything behind)
 - If you have a donation you want to leave, please arrange that with the Rental Agent prior to the event
- Empty your items from the refrigerator on the right and/or the Rural Station refrigerator
- Take all trash and recycling and dispose of it in the main dumpster and large recycling bins (near dumpster)
- Turn off all the lights, A/C, AV equipment. The string lights outside turn off automatically at 10:30 PM on Friday, Saturday, and Sunday
- Lock all of the doors (top and bottoms)
- Put chairs and tables back in the closet the way you found them
- Put everything you took out of the shed back and in the place you found it
- Clean and cover the grill (if you used it)
- Return keys to Rental Agent
- Provide any feedback to Rental Agent