

TCMP Facility Checkout Sheet

Organization Name: _____ **Rental Date(s):** _____

Please check that each step has been completed, and sign bottom of form before leaving facility at end of event. Leave the signed form on the counter in the Café. Thank you.

- If you used the Warming Oven in the kitchen, turn it off.
- Check that any heating elements used to keep food warm on serving line are extinguished completely or unplugged.
- Turn off coffee pot or other warmers.
- Trash should be collected in the large rolling containers in the Meeting Room, rolled outside and placed in dumpster located on the left side of the parking lot at you exit the building. Thank you for helping us take care of our facility! DO NOT DRAG BAGS ACROSS THE CARPETS.
- Remove trash from building -- PLEASE DO NOT DRAG OR CARRY TRASH BAGS ACROSS THE CARPET OUTSIDE OF THEIR PLASTIC CONTAINERS AS LIQUIDS MAY LEAK OUT AND STAIN THE CARPET. IF THIS OCCURS YOU WILL LOSE YOUR DEPOSIT.
- Replace trash can liners in each of the trash cans used. Can liners are located either in the bottom of the can itself, or under the sink in the Café or Kitchen.
- If food or beverages have been used, wipe down tables or solid surfaces where food/beverages have been used (Meeting Room, Café, Kitchen).
- Check restrooms. Make sure toilets are flushed and no water is running. Turn off lights and the fan as you leave.
- Turn off all A/V equipment (requires pressing off twice), TV screens, etc.
- If the user/renter does not purchase **Room Re-Set**, the user/renter MUST re-set tables and chairs to their original format prior to leaving The Chamber Meeting Place.
- In large meeting room, only leave the perimeter ceiling lights and the bathroom hall light on.
- In Café, turn off all lights except the kitchen light. Leave it on.
- Check that right exit door is locked before exiting. (Lock is located inside the door frame. Lift/lower both the top and bottom levers.) Double-check that the other door is locked after exiting the building.
- After securing the building, text the Chamber representative listed below to let her know that you are finished.

I have checked each of the items above (if applicable) and have verified each applicable step has been completed.

Signed: _____ **Time of departure:** _____

Print name: _____ **Date:** _____

Chamber Contact: _____ **Phone:** _____

Alternate Contacts: Cereto (cell) 808-781-9867

Anastasia (cell) 919-763-7880

Please leave signed form and access card on counter in Café.