

Checklist of Rental Responsibilities

At BRUU, we strive to provide a clean and affordable space for each renter. In order to keep our rates low, we rely on our renters — and not an outside janitorial staff — to return any space they rent in the same condition they found it.

To obtain your security deposit returned in full and as quickly as possible, please assign a responsible adult to conduct each of the following tasks, initial on the line after each task is completed and return this form as you exit the building through the mail slot in Room 209. If an issue with the premises arises during your event, call JoLynn Ibanez, BRUU event coordinator, immediately at 714-318-8647.

General Considerations:

NO SMOKING INSIDE BUILDING – smoking is allowed in the outside courtyard. Place cigarette butts in the butt out container(s).

Under NO circumstances may the piano in the sanctuary be moved.

Courtyard door may be unlocked (and locked again at end of use), but it should never be propped open while locked.

Decorations are allowed but thumbtacks, nails, or tape may not be used on any walls. Painters tape may be used as long as it is removed at the end of the event.

Specific Tasks:

_____ Candles are extinguished.

_____ All materials, equipment and/or furniture are returned to their original location(s).

_____ Messes (spilled liquids, crumbs, etc.) are cleaned up. For your convenience, mops are in the janitor's closet and vacuums are in the closet.

_____ Trash is bagged and emptied into the cans/containers in the alcove outside the courtyard doors. Any trash which does not fit in the bins must be taken away from the property by the renter. Also, recycling bins are available throughout the building — please feel free to use them for all recyclable items.

_____ All lights (except emergency lights which can't be switched off), INCLUDING bathroom lights, are turned off.

_____ Sanctuary door on stair landing to choir loft, Main Street, and courtyard doors must be closed and locked.

_____ The last person to leave MUST exit by the Church Street door. The main entrance doors to the sanctuary can only be locked from the inside, so the locks must be checked on all doors and then the last person exits by Church Street.

Applicant Name

Date