

# Checklist of Rental Duties

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, assign a responsible adult to conduct each of the following tasks, initial on the line after each task is completed and return this form through the mail slot after you exit the building on Church Street.**

## 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 safely to their original location(s).

\_\_\_\_\_ Messes (spilled liquids, crumbs, etc.) are cleaned and tables are wiped down.

\_\_\_\_\_ Sweep and mop as needed in the spaces used; if the floors are sticky, part of your deposit may be withheld to cover power buffing. For your convenience, mops are in the janitor's closet and vacuums are in the closet.

\_\_\_\_\_ Clean the kitchen if used, including counters and floors.

\_\_\_\_\_ Check all bathrooms which have been used to insure that there is no running water, the counters are clean and the lights are off.

\_\_\_\_\_ Bag all trash and place 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 use them for all recyclable items.

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

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\_\_\_\_\_ Sanctuary door on stair landing to choir loft, Main Street, and courtyard doors is closed and locked. Please pull and push on the doors to make sure they are locked properly.

**In case of emergency:**

JoLynn Ibanez: 703-590-4939 (h) or 714-318-8647 (c)

DJ Dee Jay: 517-264-8513

Mike Freeland: 703-409-0641

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 will exit by Church Street.

I attest that all of the above items have been completed:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renters Name (Printed)

Slip this completed form through the mail slot after you have exited through the Church Street door to assure the quickest return of your deposit possible. Any deductions from your deposit will be documented in writing.