

WHITE OAK TOWNSHIP BUILDING RENTER CHECKLIST

ALL chairs and tables are folded and returned to storage racks

- Undamaged
- Cleaned (*Top, Bottom, Legs*)
- Remove any tape or gums from the underneath side

Sweep, vacuum, or dust mop ALL floors

- Kitchen
- Bathroom
- Foyer
- Main Room

Wet Mop ALL floors – leaving no footprints

- Kitchen
- Bathroom
- Foyer
- Main Room

Take ALL garbage to dumpster

- Kitchen
- Bathroom
- Main Room
- Parking Lot

Thoroughly clean and sanitize kitchen sinks, counters, stove tops, ovens, microwave, refrigerator, and coffee pots.

Flush every toilet

Wipe down bathroom toilets and sinks

Thermostat Temperature returned to:

- Air conditioning season – 78 degrees
- Heating season – 62 degrees

ALL lights must be turned off

All doors (*Front, back, and side*) MUST be locked

NO SIGNS OR POSTERS ARE ALLOWED ON WALLS.

NO THUMBTRACKS, TAPE, STICKY NOTES, OR PUTTY ON WALL, CEILINGS, WINDOWS, FANS, OR WINDOW FRAMES

NO SMOKING in building or within 15 feet of any entrance

NO ALOCHOLIC beverages allowed on Township Property

NO ANIMALS allowed in the building except for service animals

DO NOT PARK in front of the Fire Station

Failure to follow these rules may result in you or your group's suspension from future use.

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INSTRUCTIONS

Please read and sign **BOTH** copies of enclosed of White Oak Township Building Rental Agreements.

One signed agreement is Renter copy. Please keep for your records.

The other signed agreement is the Township copy.

Send the signed Township agreement copy along with TWO (2) Checks to:

Jill Mohr
9814 East 2250 North Road
Carlock, IL 61725

1st check is the Rental fee

2nd check is the Damage and Cleaning Deposit

Both checks are made payable to **WHITE OAK TOWNSHIP**

Your reserved date and time is _____

Your access code to enter and close the building is _____

Please Note: The Damage and Cleaning Deposit check will be destroyed if all the items on the Renter Checklist are satisfactory. If Renter wants the Damage and Cleaning Deposit check returned, Renter must provide a self-addressed stamped envelope.
