

# Young-Budd Post #171, American Legion, Inc.

## Event Exit Checklist

Renter Name \_\_\_\_\_  
(Please Print)

\_\_\_ Clean oven.

\_\_\_ Turn off oven Gas valve and Lock oven gas valve cover.

\_\_\_ Report any damage occurred during your event.

\_\_\_ All trash cans emptied and trash placed in dumpster. Insert new liners in trash cans.

\_\_\_ Any kitchen appliances used must be turned off.

\_\_\_ All ceiling fans or portable fans turned off.

\_\_\_ All windows must be closed and locked.

\_\_\_ If air conditioning was used, reset timer in boiler room. If heating system was used, turn thermostat back to 60 degrees.

\_\_\_ All decorations put up for this event are taken down and removed from premises. Also remove all tape holding decorations.

\_\_\_ All tables and chairs used are placed back on the chair caddies and table caddies (stored under the stage).

\_\_\_ All floors (especially the kitchen) swept and mopped as needed.

\_\_\_ Countertops in kitchen also must be wiped clean.

\_\_\_ All guests are out of the building no later than Midnight.

\_\_\_ Outside of building and parking lot checked. Discarded items and any trash should be placed in dumpster.

\_\_\_ Turn off all lights including restrooms and outside lights.  
Make sure all outside doors are locked and secured.

\_\_\_\_\_  
Signed off by

Date \_\_\_\_\_