

I/We _____ have inspected the Greenhorn Grange Hall and agree to leave the Grange in the same condition as when this agreement is signed. I/We have received a Grange key. If the key is lost there will be a \$25 charge. After use check each item below before inspection.

1. All trash cans empty and cleaned with liner installed
2. All trash removed from Grange premises
3. All dishes/pots/pans clean and put away
4. Counters/tables and sinks clean
5. Ovens and grills clean
6. Floors swept and mopped
7. Restrooms clean and mopped
8. Paper towels, toilet paper or other items used are replenished as needed
9. All Lights turned off
10. Do not duplicate the Grange key and return immediately.
11. All doors and windows closed and locked
12. Heaters and Air Conditioners turned off
13. All decorations or signs removed
14. Cooler in lobby and fans in kitchen turned off
15. Alcohol can be sold or provided with proper permits and insurance
16. Recommend: provide a portable toilet for over 100 participants at a signal time

_____ (Signed by Grange Representative) has inspected the Greenhorn Grange Hall and agree to leave the Grange in the same condition as when this agreement was signed. The undersigned has received a Grange Key. If the key is lost the undersigned agrees to pay a \$25 fee.

After use refer to the following list to ensure a prompt return of your security deposit

- Trash cans empty, cleaned, liners installed
- Trash removed from premises
- Dishes / Pots / Pans / etc clean and put away
- Counters / Tables / Sinks cleaned
- Ovens / Grills / Cooking surfaces cleaned
- Floors swept / Mopped
- Restrooms clean / Mopped
- Paper Towels / Toilet Paper / Bathroom supplies replenished
- Lights turned off
- Doors / Windows closed / locked
- Heaters / Air Conditioners turned off
- All signage and decorations removed
- All other signs of rental cleaned / removed / returned to pre-rental state

Key Tracking Log:

Key Giver Sign Below When You Give Key - _____ (Sign & Date)

Key Receiver When You Are Given Key - _____ (Sign & Date)

Key Giver Sign Below When You Are Returned Key - _____ (Sign & Date)

Key Receiver When You Have Returned Key - _____ (Initial & Date)