



LAUREN'S LOUNGE

RENTAL CHECK OUT LIST

Date of Event: _____

Event: _____

Checkout Time _____

TASKS	Checked		Comments
	Yes	No	
Take down all decorations			
Remove all rented furniture and put back rearranged furniture			
Empty all Lounge trash cans including bathroom			
Take all trash to trash room at back of building			
Turn off Heating & or A/C unit			
Turn off audio/visual equipment			
Return theater chairs to upright position			
Lock secondary entrance door			
Lock main entrance door			
Leave key in lockbox and close lockbox			

The checked boxes above and signature below verifies all checkout tasks have been completed unless noted in the comments section

Signature : _____