Aqua Room Rental Responsibilities

To continue providing a public meeting space at no charge, we ask renters to complete the cleaning and checkout checklist below to help us keep the room looking new and clean.
Drop off this form with the key card in the drop box located in the parking lot.

Upon Arrival: Thoroughly inspect the room and document whether the room was found in good condition or not (i.e., carpet spills, crumbs on the floor, messy tables, room was not put back to the theater style configuration, etc.). *Treat your room rental check-in like you would a car rental pick-up!*

If the room is found in poor condition, take photos and email them to patino@skagitpud.org.

Cleaning Checklist:

☐ Thoroughly wipe down tables & chairs, and return all extra tables, chairs, and other supplies used to their proper storage areas

☐ Put the chairs back into the theater-style setup as found when you arrived and as shown in the diagram provided.

☐ Vacuum the room and lobby, check for any carpet spills, treat carpet spills with spot cleaner, and email the reservation coordinator about major spills.

☐ Empty out full trash cans and add new trash liners. Renters must take the full trash bags with them.

☐ Check bathrooms and wipe down sinks if needed.

Before exiting the building:

☐ Ensure everyone is out of the building. Double-check bathrooms.

☐ Remove all personal items and check that no items are left behind.

☐ Turn off all lights.

☐ Close Aqua Room doors.

☐ Make sure all exit/entry doors are shut.

☐ Once everyone is out of the building, set the security alarm, then drop the key card and this completed and signed form in the drop box.

☐ Exit the building and make sure the entry door shuts completely behind you.

Organization name:

Reservation date: **Check out time:**

Name of person who completed this checklist:

_____

Signature