

Pre Rental Checklist for Wallingford Grange Key Holder

	Open Hall; unlock all doors that will be used for event.
	If applicable, turn on heat and/or set thermostat.
	Ensure clean garbage bags are installed in all garbage cans.
	Take notes, pictures, and videos of hall conditions
	Ensure renter knows where to find broom and dust pan to use for cleanup.
	Go over the parking areas with the Renter

Post Rental Checklist for Wallingford Grange Key Holder

	Review Renter Cleaning Checklist
	Take notes and pictures of any dirt, damage, or any other unacceptable conditions
	Ensure all decorations, belongings and garbage have been removed and new bags are installed in all garbage cans.
	If applicable, turn off fans, heat and/or set thermostat.
	Ensure all guests have left.
	Turn off all lights.
	Lock all doors.