

# Ogemaw Township

West Branch, Michigan



Denis Stephens: Supervisor

Renee Ryland: Treasurer

Tracy Turner: Clerk

Sandra Hodgins: Trustee

Ronald Dantzer: Trustee

## Rental Checklist

THIS CHECKLIST MUST BE RETURNED WITH THE KEY SO YOUR DEPOSIT REFUND CAN BE CONSIDERED.  
Check when completed

- \_\_\_\_\_ Table & Chairs are wiped off and put in position. 9 white tables with 6 chairs at each. 1 white table against wall with no chairs.
- \_\_\_\_\_ Extra tables & chairs are returned to the storage room and placed on carts. Do not drag tables across the floor.
- \_\_\_\_\_ If hangers are removed, they must be returned to the rack.
- \_\_\_\_\_ If flags are removed, they must be returned to the proper place.
- \_\_\_\_\_ All food and dishes belonging to the renter must be removed from the hall.
- \_\_\_\_\_ Clean the stove, refrigerator and kitchen countertops. Make sure the stove is OFF.
- \_\_\_\_\_ Clean Bathrooms.
- \_\_\_\_\_ Clean the Floors; Sweep floors of any debris. Any spills on the floor MUST be mopped up.
- \_\_\_\_\_ Remove all decorations & balloons from walls and fixtures, including outside stop sign.
- \_\_\_\_\_ All trash & garbage must be removed from the hall. If the containers are full, you must take your trash with you. Do not leave trash or trash bags on the ground next to the containers.
- \_\_\_\_\_ Make sure windows are locked, blinds are closed, fans are off and thermostat is turned to 55 Degrees.
- \_\_\_\_\_ Turn lights off and lock all doors.

**This checklist must be returned with the key in order to get your deposit refunded. If any of the above items are not done, you could lose all or part of your deposit. Refunds are issued by the township board at the monthly board meetings.**

Print Name: \_\_\_\_\_

Rental Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

\$ \_\_\_\_\_ to be refunded

For Township Use

Signed \_\_\_\_\_