

# Jackson County Extension Space Rental Checklist

We are glad that you have utilized the Jackson County Extension office as your meeting/event space! We ask that you respect our facility and the Jackson County staff who maintains the building by following our guidelines below and completing the below checklist following the ending of your meeting/event. If these guidelines are not met your future utilization of the space will be in question.

## GUIDELINES:

- Use dry erase markers ONLY on white boards. (Do not use magic markers, permanent markers, etc.)
- The coffee maker is available for your use. Groups must supply their own coffee, cups, etc.
- Please do not utilize any materials/supplies located in the office that do not belong to you without prior permission.

## GENERAL CLEAN-UP FOLLOWING MEETING:

- Leave 4-6 tables neatly arranged in a square with chairs around them in the center of the room
- Place extra tables neatly against outer wall(s)
- Stack extra chairs neatly against a wall
- Pick up any trash on floors/tables/chairs
- Clean up any messes that were made in the space
  - Please leave a note if there are any spills or other stains left on the carpet. Be specific in the note of what the spill/stain is from (i.e. coffee, Kool aid, etc.)
- Empty coffee maker, rinse, and leave open to dry
  - Do not put coffee grounds down the sink
  - Throw coffee grounds in the trash
- Wipe down tables with wipes provided in basement
- Wipe off the whiteboards using eraser
- Any leftover food is removed and properly disposed of
- Turn off all technology (i.e. computer, audio, etc.) if it was utilized
- Clean any appliances used (i.e. coffee machine)
- Remove and dispose of all garbage by taking it with you if garbage is full or smells
- Clean the bathroom
  - Make sure there is toilet paper on the roll (if not leave a note in the key return)
  - Flush the toilet
  - Wipe down the sink
  - Clean up any mess on the floor
- Turn off all lights
- Vacuuming: If the carpet needs to be vacuumed, a vacuum is located in the back room of the basement near the restroom

## LOCKING UP:

- Ensure that all 3 access doors are locked before leaving (main, parking lot, and elevator basement) even if you did not enter through them (see diagram). *If you only unlocked the main door, then to ensure that no one from your meeting unlocked the other doors without your knowledge, you need to just test the door knobs of the other doors to confirm they are in fact still locked, if they are not locked then lock them.*
- Ensure that all windows are shut and locked before leaving
- Lock the door behind you
- Leave the key and this completed form in the locked dropbox by the front entry (see diagram)

Name of Representative who returned key: \_\_\_\_\_ Phone: \_\_\_\_\_

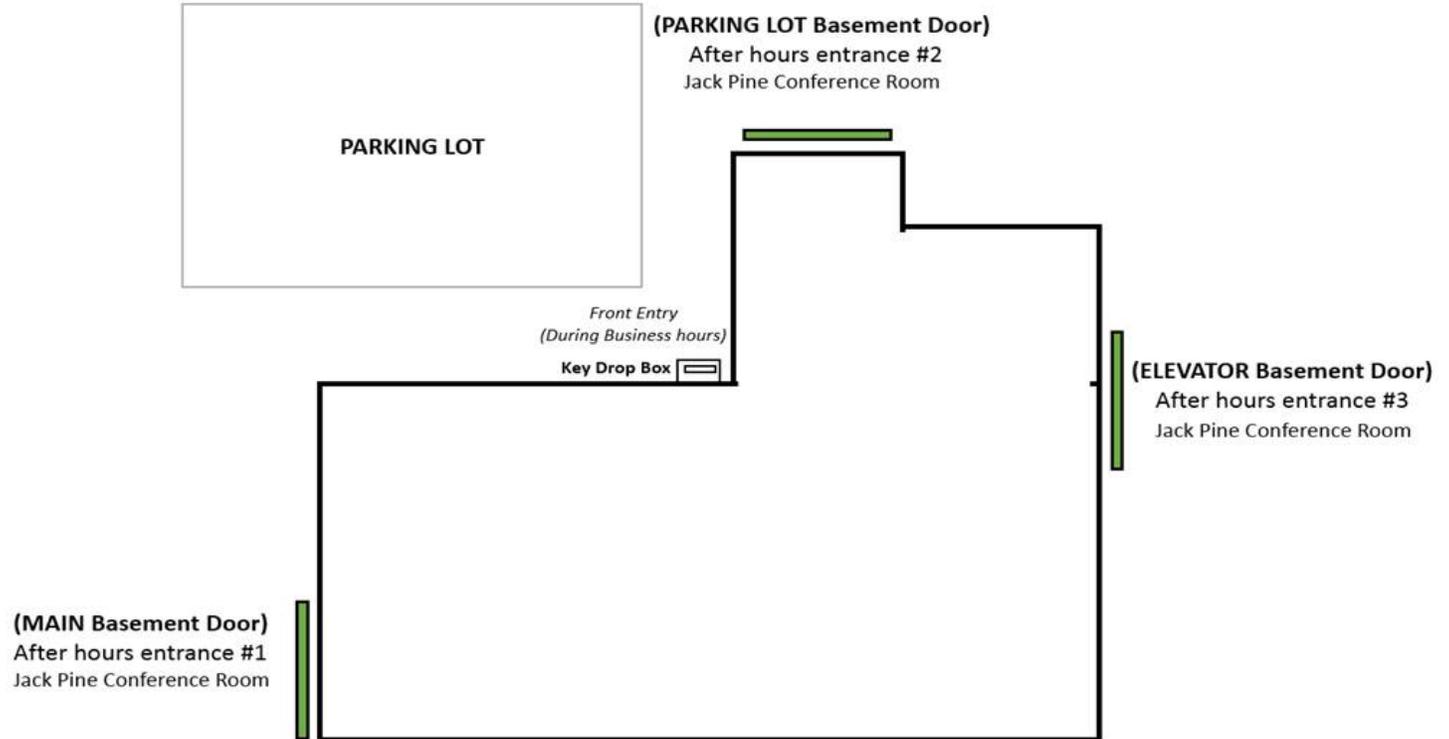
Date that key was returned: \_\_\_\_\_

# Jackson County Extension Space Rental Checklist Continued

**FEE INFORMATION:**

There will be a \$100 fee awarded to the group or organization utilizing the space if you: do not meet the guidelines and expectations of this document meet the guidelines, lock up the building, leave a mess, or take/destroy equipment. We need to ensure that the space is left in good condition as many organizations utilize the space. If you receive a fee you must pay it within 30 days. If the fee is not paid, then your organization will lose privileges to use the space.

**BUILDING DIAGRAM:**



**ACKNOWLEDGEMENT:**

The organization utilizing the space hereby acknowledges:

- That our organization/we will be charged a \$100.00 if we do not meet the guidelines and expectations outlined in this document
- I understand that if I do not return the key after the meeting, we will be charged what it costs to recore the three doors
- I have read, understand, and agree to all parts of this document

Printed Name Confirmation: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature Confirmation: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Address to contact: \_\_\_\_\_

<b>OFFICE USE ONLY:</b> Key #: _____ Date key checked out: _____
<b>OFFICE USE ONLY:</b> Date key returned: _____ Fee Accessed (Charge a fee): <input type="checkbox"/> NO <input type="checkbox"/> YES: Fee Amount: _____ Fee Paid on: _____