

Those who rent this facility are expected to honor it as a historic building and respect the fact that much of its décor is not replaceable. Children are expected to behave properly and they should be supervised by responsible adults.

Checklist for Post Office / Landmark on Lee Street

SATISFACTORY NOT COMPLETED COMMENTS

ALL OF BUILDING

NO SMOKING INSIDE BUILDING			Auto loss of ALL deposit if ANY evidence of smoking inside building NOTE: Balloons in fans will result in a \$200 minimum charge.
Air conditioning turned off on all 4 regulators			
No one entered upstairs/downstairs area			
There is no damage to any part of the building			
No trash/decorations in any area of building			
No chewing gum, spit balls or other food stuffs anywhere which includes on tables, chairs, floors or walls.			
No spilled food or drinks on anywhere causing sticky areas. ALL AREAS must be mopped			
All lights off & make sure all doors locked			

CONFERENCE ROOM (small room off banquet hall) & ADJOINING BATHROOM

Large Table in Conference Room not moved			
Tables & Chairs cleaned			
Floors Cleaned			
No smudges, foot prints or stains on walls			
No scratches on wood floor surface			
All Trash emptied into dumpster			
Air conditioning turned off			

BANQUET AREA (includes all restrooms)

Tables & Chairs cleaned			
No smudges, foot prints or stains on walls			
No scratches on wood floor surface			
Floor mopped. No stickiness or spills			
All Trash emptied into dumpster			
Air conditioning turned off			

KITCHEN AREA

Kitchen sink & all surfaces clean & dry			
Kitchen floor mopped			
Stove and all other tops cleaned			
Refrigerator cleaned out			
All Trash emptied into dumpster			
Ice Maker & Air conditioning turned off			

OUTSIDE AREA

Parking lot clean of all trash			
Porches & steps clean of all debris/trash			
Debris includes all cigarettes, cigars and wrappings picked up.			
Front steps, sidewalks & lawn free of decorations, debris & cigarette butts			

FURNITURE/MOVEABLE ITEMS

All chairs & tables left in good order -			Must be clean and unbroken and returned to where you found them.
BUILDING MUST BE CLEANED & VACATED BY 1:00 a.m. or you will be charged \$75 an hour with a minimum charge of \$75.			

Renter understands that following an event at the Landmark on Lee Street (formerly the Rotary Post Office Building) that an assessment of damages will be done by members of the Foundation. The building caretaker who locks the facility after an event does not have the authority to release you from any penalties.

Any deposit refunds **will not be available until at least one week following an event.** Any item above not found COMPLETELY SATISFACTORY will result in forfeiture of **AT LEAST \$200** of deposit, and may be more depending on the violation. Additional items not found satisfactory will result in the Foundation retaining more of your deposit, and you could lose your entire deposit and be subject to legal action.

Significant damages (those that exceed the deposit) will result in pursuit of penalties and may result in denial of further use of this facility by you and others involved in the event.

Landmark Rep 1: _____ Date: _____ Rep 2: _____ Date: _____