



Checkout Instructions

- *DECORATIONS* – remove **all** decorations including tape on walls, doors, and floors.
- *TABLES/CHAIRS/RENTED ITEMS* – clean and return to their designated area (per signage) *no more than 10 blue chairs stacked, 14 conference tables will need to be placed neatly by the elevator in an upright position, and place **all** rented items back to its original location.
- *BACKROOM/UTILITY ROOM* – sweep floor, sanitize countertops and wipe down shelving, making sure **all** rented supplies/furnishings are in their designated area.
- *BATHROOMS* – sweep and mop floors, sanitize countertops and commode, Windex mirror(s), remove trash (cleaning trash can, if needed).
- *BALLROOM* – sweep/dust mop the whole floor and mop up any spills, Windex mirrors to remove fingerprints, if needed.
- *AUDIO ROOM* – sanitize countertops, wipe shelving, remove **all** trash, vacuum, if needed and turn off all audio equipment making sure to leave both AUX cords.



- *ENTRY WAY TO BALLROOM – remove **all** trash, return to its original order, sweep floor, mop any spills and Windex mirror removing fingerprints, if needed.*
- *GARBAGE – remove **all** garbage and take to the dumpster in the alley, wipe down the inside/outside of **all** trash cans (removing spills etc.)*
- *RENTAL PICKUP – if you are needing prearrangements for rentals to be picked up after day of rental, then **all** items are to be neatly stored across from the sink in the utility room.*
- *AIR CONDITIONER/LIGHTS/FANS – turn the thermostat to 72 degrees, turn off **all** lights and fans when exiting the premises.*
- *DOORS – secure and lock side by side alley doors (doors will align) and secure and lock the main ballroom door **LEAVING VENUE KEYS ON THE COUNTER** in the backroom.*

A \$50 coupon will be awarded towards your next rental with The Venue on Main if the venue is found to be in excellent condition per the Checkout Instructions. This coupon is valid 12 months from the date of your current qualifying event. **THANK YOU!*