



## Selby Shelter House Rental Exit Checklist

Thank you for reserving the Worthington Parks and Recreation Department's Selby Shelter House. The Shelter should be returned to its original condition at the end of your rental time. It is the Renter's responsibility to complete the following checklist prior to leaving the building. **Please e-mail this form to [jennifer.button@worthington.org](mailto:jennifer.button@worthington.org) after your reservation.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Scheduled Reservation Time: \_\_\_\_\_

<b>Please complete the below items before leaving the premises:</b>	<b>Renter's Initials:</b>
All decorations are taken down and thrown away (including any tape)	
Refrigerator emptied and wiped down	
All sinks and countertops wiped down	
All personal items removed	
Microwave cleaned and wiped down	
Restrooms cleaned, toilets flushed, trash removed	
Floors swept and vacuumed	
Lights and water turned off	
Trash deposited in receptacles outside of the building	
Fire extinguished/charcoal removed (if you brought an outdoor grill)	
All windows and doors closed, secured and locked	

*If any of the above items are not completed, please explain why:*

*As the Renter of the Selby Shelter House facility, I, the undersigned, understand I may be held financially responsible to pay a cleaning fee of \$100.00 if the facility is not left in acceptable condition and items are not completed.*

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

**Please e-mail this form to [jennifer.button@worthington.org](mailto:jennifer.button@worthington.org), or bring it in to the Worthington Community Center during our regular hours of operation within a week after your reservation.**

**Future ability to rent this facility is contingent upon your compliance with the exit rules, including returning the completed exit checklist.**