

## Users of the Community Building Rental Checklist

**Please complete this checklist and turn in with User Form to scheduler or bookkeeper.**

The Shaw Island Community Building is a valued asset for our community and we are pleased to provide this facility for your use. Please help us maintain it for everyone.

Our building is used by many organizations and groups, on average the Community Building is reserved 286 days out of the year. With this in mind, it is important that all users leave the rooms clean.

**Please initial each line after reading and sign at the bottom.**

Sign N/A if you will not be using a line item.

Storing all chairs and tables with clean surfaces \_\_\_\_\_

Sweeping floors \_\_\_\_\_

Information sheet filled out in notebook by phone \_\_\_\_\_

Wipe all counter tops and stove area (if used) \_\_\_\_\_

Dishes placed in dishwasher and ran (if used) \_\_\_\_\_

Table linens and kitchen towels washed and promptly returned (if used) \_\_\_\_\_

Garbage from kitchen and bathrooms bagged and taken to outside bins \_\_\_\_\_

Recyclable items taken to recycling bin \_\_\_\_\_

Do not move or play on or under the piano \_\_\_\_\_

Sound equipment will not be used without permission, guidance by a trained person and an additional rental fee \_\_\_\_\_

If alcohol is served a banquet permit will be obtained and provided \_\_\_\_\_

Renter agrees to be responsible for cleanup (list above) and items damaged.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If there are any questions concerning the above items, or there are building issues that need attention, supplies that need restocking or operation of building equipment, please call:

Building Manager: Jay Dudek      Tel: 468-3253, Cell: 206 351-2377      Email: [jaydudek@gmail.com](mailto:jaydudek@gmail.com)

Your prompt payment of building fees, if applicable, is appreciated send to:

Bookkeeper: Deanna Shannon      Tel: 469-4560      Email: [deanna.shannon@gmail.com](mailto:deanna.shannon@gmail.com)

PO Box 443, Shaw Island, WA 98286

Thank you for your cooperation in following these guidelines. Sharing and maintaining this island facility for everyone's enjoyment is our goal.

Shaw Islanders Inc. Board of Directors

\*The Community Building use and rental is for members of Shaw Inc. Non-members must seek sponsorship by an islander to facilitate the use, or inquire with the board. (Exceptions for cultural, educational, informational events, etc.)