Date Rented: _____

PARK PLACE
Pentwater, Michigan
310 Rush Street

Park Place Renter's Check List: Before returning Key. (Subject to change.)

- ☐ The kitchen is used as a "catering kitchen" only – for reheating, Not cooking.
- ☐ Kitchen; (& counters) cleaned/sanitized & kitchen floor was mopped after kitchen use.
- ☐ All trash has been bagged and removed to the trash cart outside the kitchen door.
- ☐ All decorations were completely removed. (No staples, pins or nails were used.)
- ☐ All equipment and remotes returned to its cabinet, space, basket or holders.
- ☐ All furniture: tables and chairs set back in place as they were found
- ☐ Large objects such as sofa, credenza, sideboard, fireplace, etc. were NOT moved.
- ☐ Any/ All Extra furniture removed from storage area returned to the storage area.
- ☐ All 3 restrooms rechecked, trash removed, all mess cleaned up after.
- ☐ "ALL" lights (including restrooms & storage room) & fans Turned OFF.
- ☐ "ALL" Doors are locked. (Front & Side Entrance & kitchen & Business Center doors)
- ☐ The Police were Not called out for the event.
- ☐ No smoking anywhere inside the building; Smoking only in outside designated areas.

Deposits will NOT be refunded until the building has been checked & approved

SIGNATURE of RENTER: X_____ Date: _____

Building was Checked by: **_____ Date: _____Approved Deposit Refund:** ☐