

After-Hours Renter's Checklist

Galloway Station Museum

Multi-Use Room

Renter: _____

Date: _____

Before leaving the Galloway Station Museum after your event please ensure that the following checklist is completed:

- Dishes are washed and put away
- Dishwasher is turned off
- Any major spills/messes are cleaned up
- Tables are wiped down and chairs are stacked (6 high)
- Floor swept if necessary
- Garbage is taken to dumpster if necessary
- Coffee maker is turned off and carafes are emptied/rinsed
- All lights are turned off
- Blinds are closed
- Patio doors are fully closed
- Pins are put down on the right side of entrance door
- Please (please!) ensure that your guests use the ashtray provided outside the front door.
- Set Alarm – **Alarm code is**
- Lock front door from outside

*Key is to be returned during business hours the following day.

**Please note that the beverages in the cooler (unless you put them there,) are NOT included in the rental of the space unless you have made prior agreements with the Galloway Station Museum.*

In case of **EMERGENCY**, please call 911.

If anything else goes wrong, please call Shari: 780-712-8263.

Thank you very much!