



# Cherokee County Historical Society

## Rent the Rock Barn

### Rock Barn Event Rental Checklist

**Client Name:** \_\_\_\_\_

**Designated Clean-Up Person:** \_\_\_\_\_

*Please choose someone who will be available after your event in case of issues at the Rock Barn.*

If you have any other problems, call the Rock Barn Manager at 770-802-9557.

After hours or on the weekends, please call 770-802-9557 or 770.313.9370.

Thank you for choosing the Rock Barn for your special event. We have assembled this checklist to help ensure that your entire cleaning deposit is refunded. **Please give this form to the person in charge of cleaning and have them initial after completing the item in question.** Please leave the completed form on the kitchen counter, and replace the key in the lock box.

**FAILURE TO LEAVE THE COMPLETED FORM WILL RESULT IN AN AUTOMATIC \$25.00 CHARGE ON YOUR DEPOSIT.**

**LIGHTS** - The light switches for the lower level are located as you come into the Rock Barn on your left, on the stone wall. The lights for the main area are the black switches located next to the side door on the interior wall. The white panel on the same wall is for the recessed lights on the wood ceiling. **A/C & HEAT** - There are **THREE** control panels. One on the wall by the wood floor, the second around the corner by the side door, and the third is located between the kitchen and storage room door. If the **hot water heater** is not working, the fuse box is located in the closet by the ramp.

**Before you leave.....**

**Renter                      CCHS**

- |   |       |       |
|---|-------|-------|
| 1. Has the facility been swept of all debris?   | _____ | _____ |
| 2. Have all spills been mopped including leaks around garbage?  | _____ | _____ |
| 3. Has all garbage been taken? (No dumpster service available)  | _____ | _____ |
| 4. Has the refrigerator been emptied of all contents and wiped out?   | _____ | _____ |
| 5. If you use the trough for beverage service, please use a plastic liner. Has the trough been wiped dry after use? | _____ | _____ |
| 6. Have the counters/stovetop in the kitchen been cleaned?  | _____ | _____ |

- 7. Have the tables been stacked in the storeroom? **Please do not stack the tables in front of either cabinet in the storeroom. Use the visual guide posted in the storeroom.** \_\_\_\_\_
- 8. Have the chairs been stacked along the rock wall in the main room? **Please do not stack the chairs in the storeroom.** \_\_\_\_\_
- 9. Have all personal belongings and decorations been taken down or removed, including any adhesives or string? \_\_\_\_\_
- 10. Are the bathrooms clean and in order? \_\_\_\_\_
- 11. Are all **THREE** of the A/C & Heat thermostats set to 55° in the winter and off in the summer? \_\_\_\_\_
- 12. Are all the lights off? \_\_\_\_\_
- 13. Has all outside debris been removed from the grounds? \_\_\_\_\_
- 14. Have the pots outside been cleared of cigarette butts? \_\_\_\_\_
- 15. Have the stove and oven been turned off? \_\_\_\_\_
- 16. Have the glass doors been locked? Please lock the side metal door and replace key in the lockbox. \_\_\_\_\_

Failure to comply with the items listed above will result in partial or total forfeiture of the \$300 damage/cleaning deposit. The damage/cleaning deposit will be returned within ten days, subject to favorable inspection of premises after the event.

Please provide any comments or suggestions that you have for the rental facility in the space below (i.e., lightbulbs out or missing, broken tables, etc).

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