



Rental Checklist for the Black Swamp Nature Center

753 Fairground Drive, Paulding, OH 45879

In order to be eligible for your deposit return, you must complete this entire checklist and return it to the Paulding SWCD office or place in drop box on front porch of Nature Center, along with the key. Your work will be inspected by a SWCD staff member the NEXT BUSINESS DAY.

WHEN YOU ARRIVE

Upon your arrival, please rate each of the areas by circling the appropriate response (5=Excellent – 1=Poor):

Overall Cleanliness	5	4	3	2	1
Kitchen Cleanliness	5	4	3	2	1
Main Hall Cleanliness	5	4	3	2	1
Restroom Cleanliness	5	4	3	2	1
Exterior of the Building	5	4	3	2	1
Interior of the Building	5	4	3	2	1

BEFORE YOU LEAVE



Return thermostat to indicated setting	
Wipe down counters	
Wipe out microwave	
Wipe out refrigerator	
Clean coffee maker	
Sweep floors	
Mop floors	
Remove all trash	
Replace trash can liners	
Remove personal belongings	
Turn off lights	
Turn off fans	
Secure doors	

Not completing these tasks may result in forfeiture of your deposit. You may be billed for additional charges upon failure to complete tasks or for any damages incurred. These charges include but are not limited to:

- Floors not swept - \$50
- Trash not removed - \$50
- Floors not mopped - \$50
- Lights left on - \$50
- Thermostat not adjusted - \$50
- Doors left unlocked - \$50

By signing below, you are stating that the above tasks have been properly completed.

Signature _____

Name on Contract: _____

Date Rented _____

Office Use		
Key returned: Yes /No	Satisfactory rental clean up: Yes /No	Deposit Return: Yes /No
If NO, explain: _____		