

Rental Checklist

Please keep this checklist and use it to monitor your group during the event and for cleanup after the event.

During the event:

1. Use appropriate recycle bins. Large green bin, furthest from gate for plastics and cans. Large blue bin with slit in lid for paper. Small square containers for cardboard. The other large blue bin is for garbage.
2. Smoking in the building is prohibited. Please use receptacles provided by the entrance doors.
3. Control all behavior to limit noise, damage and scandalous behavior. No noise or other conduct shall be permitted which constitutes a public nuisance or embarrassment to the church. All outside doors (especially kitchen doors) must be kept closed during evening events. Premises must be vacated no later than 10 p.m. All evening events shall be concluded by 10:00 p.m. All individuals shall leave the premises by 11:00 p.m. following the evening events.
4. Containment of the group at all times to the areas specified. Yard, lawn, sidewalks and other rooms are not included in the rental agreement. All children must be kept in the room(s) rented and cannot be left alone at any time or allowed outside during the event. Any groups, organizations, or persons using the building **DO NOT**, under any circumstances, have use or access to the **yard or lawn areas**. If there are children in the group they must be kept with adults. The back classrooms are not for wandering children, unless rooms(s) have been rented by the group.
5. *If the building supervisor asks any member of your group to be quiet or behave, and they do not immediately comply, then building supervisor may call the police, end the event, and full forfeiture of the deposit will occur.*

Cleanup:

You will be responsible for any excessive Janitorial services and, in the event of damage, liable for cost exceeding the deposit. Clean-up must be done before the deposit will be refunded. In the event that failure to clean up interferes with any subsequently scheduled activity, a minimum of an additional 1/2 day use will be charged. If the costs of any cleaning or damages exceeds the security/cleaning deposit, the lessee will be held responsible for those costs. The Building Supervisor will be the one to determine whether or not the building is left in the required state.

- a. ___ Is the room left in the same condition as found? (Sanctuary setup: 9 rows of chairs, 8 on each side of middle aisle).
- b. ___ Are floors cleaned of spills, dirt, birdseed, flowers, etc.? If food or drink are part of the event, floors must be swept and mopped. (Brooms and mops are located in the janitor's closet in the hallway toward the classrooms.)
- c. ___ Are all heaters turned off?

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- d. ___ Is the gas turned off on the kitchen stove? (*for Kitchen rentals only*)
- e. ___ Are fans above the stove turned off? (*for Kitchen rentals only*)
- f. ___ Are all windows closed? Including bathroom windows?
- g. ___ Are all lights turned off? Including outside lights that are not on timers?
Bathroom lights?
- h. ___ Are ALL doors closed and locked? Please double check all doors on
Brewster and Lowell streets. (Brewster Street door needs to be firmly closed.)
- i. ___ Is all garbage contained in trash bags and placed in *garbage cans*. All
recyclable trash (glass and plastic) to be placed in *recycle bins*. Excess garbage
must be removed from premises or stacked neatly along the wall, leaving a
pathway to the gate. *There is a charge for extra garbage pickup, which will be
deducted from the deposit.*
- j. ___ Is the outside yard, sidewalk and street gutters clear of trash from your
event?
- k. ___ Is the temperature in the sanctuary set back to 69 degrees? (This keeps our
piano in tune).