



RIVERHOUSE CHECKOUT LIST

Cleaning must be complete by the end of the contract period and cannot be delayed until the following day. The Renter agrees to deliver the Riverhouse to the Facility Owner in as good of condition as at the beginning of the Rental Agreement. The Renter agrees to pay the costs of cleaning or repairing any damage to fixtures, furniture or furnishings, walls, windows, ceiling, doors, flooring, kitchen, bathrooms, or electrical equipment caused by any act of the Renter or the Renter's employees, agents or anyone visiting the Riverhouse during the Renter's date and time of use. The Facility Owner and the Renter agree that the determination of whether the facility and equipment are clean or damaged is in the sole discretion of the Facility Owner. Failure to complete any of the close-out tasks on the list will result in the rental deposit being forfeited.

Please carefully review each item and make sure it is completed before leaving the facility.

Equipment
Tables and chairs are wiped clean. Tables are stacked, chairs are re-racked, both are returned to garage
All A/V Equipment is in working order & returned to storage closet
If you borrowed the Wireless Mic box, please return to City Hall
Kitchen
Counter tops, sink, and appliances are wiped clean
No food left in either refrigerator
Bathrooms
Bathroom toilets are all flushed
Toilets are wiped down and clean
Bathroom sinks and mirrors are wiped clean

Floors
Sweep floors
Mop any spills, stains or sticky spots not cleaned by sweeping
Trash
All trash cans emptied (bathroom and main rooms)
All trash cans lined with new trash bags
Trash taken to garbage bin behind the Riverhouse Barn
Utilities
Turn off all lights unless marked
Security
All windows closed & locked
All interior and exterior doors, including garage, and three back sliding doors are closed & locked

When in doubt, just remember...LEAVE NO TRACE

During your event:

If you need the thermostat adjusted, text 208-724-7151 with your desired temperature.

If you want the wall panels put up or taken down, please text 208-724-7151. **DO NOT OPERATE THE PANEL WALLS WITHOUT CITY STAFF PRESENT. FAILURE TO COMPLY WITH THIS REQUEST WILL RESULT IN FORFEITURE OF YOUR DEPOSIT PLUS ANY ADDITIONAL COSTS TO REPAIR.**