



**Shepherdstown Community Club
War Memorial Building
User Responsibility Check list**
**This check list is to be completed following rental
of the War Memorial Building**

If the user does not comply with these items or if this check list is not returned, any security deposit provided **will not be refunded** and future use or rental of the building may be restricted.

All Rentals	
Please check each item when completed	
<input type="checkbox"/>	Tables and chairs wiped clean and stored in cart
<input type="checkbox"/>	Floors swept & spills and stains mopped
<input type="checkbox"/>	Lights in all rooms, including the rest rooms, turned off
<input type="checkbox"/>	All windows closed and locked
<input type="checkbox"/>	All room and street doors closed and locked
Kitchen Rentals Only	
Please check each item when completed	
<input type="checkbox"/>	Kitchen floors and counters wiped clean
<input type="checkbox"/>	Kitchen appliances cleaned and turned off
<input type="checkbox"/>	Stove and stove fans turned off
<input type="checkbox"/>	All dishes, glassware & utensils washed and stored
<input type="checkbox"/>	Recycle items placed in separate container
<input type="checkbox"/>	Rubbish bagged and placed in cans outside the back exit

Renter's Name _____

& Signature _____ Date _____

Please return this signed and completed check list to:

**WMB Rentals,
P.O. Box 463
Shepherdstown, WV 25443**

Please list below any issues about the War Memorial Building, its facilities, or supplies that limited the value of this rental to you. We appreciate your business and hope you will consider using the WMB in the future.