

**Closing Rental Agreement (NO Cleaning)– For renter to initial, sign, and receive copy of.**

TASK	INITIAL	CHECK
No arriving before rented time on agreement. _____		
No Styrofoam™ products are permitted – this includes any caterers/bartenders/party equipment.		
We are a no smoking facility. Please advise smokers that they would need to go to the sidewalk, and we require proper disposal of cigarettes (not on the sidewalk)		
DO NOT DRAG ANYTHING across the floors. Must be on wheels or picked up. If damage occurs to the floors, you will be charged a \$250 fine. This includes stains due to spillage on our carpet.		
Clean floors for debris; sweep as necessary (Brooms are next to the fridge) – <i>common courtesy if items spill. The cleaning team will clean. If our carpet is stained it is a \$250 fine.</i>		
Put everything back to proper place, if moved (Take pics beforehand)		
Take away all food, drinks, catering items, décor and furniture that has been brought in. Make sure there is no food in the oven, refrigerator, or countertops. Anything left overnight is subject to a fine.		
Blow out the tiki torches (If applicable) and unplug market lights on Back Patio (Newells Terrace)		
Nest and align/match all chairs on dollies and place one dolly back outside (chairs with <b>Purple Star</b> ) the storage shed (Unless it's raining, place inside Honor the Future room) and one dolly in staff hallway (chairs with <b>Green Circle</b> ). Fine will occur is the chairs are not stacked correctly.		
Put away all rectangular tables (Both 4ft and 6ft) in the roly bar storage cupboard and return the roly bar to the Honor the Future room. Put the circular tables (both 5ft and belly bar) outside the storage shed, as well with the telescoping table and skinny barback table (Unless it's raining, place inside Honor the Future Room).		
<b>Take trash to dumpsters in the right side of parking lot (Tan door enclosure.) Trash is on the left side, recycling right side of dumpster. All Food Waste Needs to be put into Greenery bin.</b> Only food scraps are permitted in the composting bins/ composting bin provided, any manual separation of trash from the composting dumpster on AHLF'S behalf with result in an additional \$100 fine. <b>Place the trash cans to the left of the enclosure with lids on (For inclement weather). Please abide by recycling and trash signs and put only correct recyclable material in the recyclable bins. Do not overfill the trash cans. In the event the dumpster is full, leave trash in the receptacles. A fine of \$150 will be enacted if sorting is not correct or trash cans are overfull.</b>		
Bands/music/karaoke must end at 10pm if outside, no exceptions (Carlsbad Noise Ordinance). Subject to fine if non-compliant.		
No dumping of anything is permitted in our Garden (Sensitive habitat). This includes rice, flower debris, food debris or matter of any kind. (If liquid, pour down our sink or drains on patio. Place all other items in trash.)		
Leave black covers used for rental trashcans, recycling and composting bins on kitchen counter. A Fine will occur is they are left out overnight.		
<b>Check to make sure ALL doors are locked.</b> (there is a label on each door that says if it is in the locked position). <i>This includes: <b>Three</b> sets of double doors in the Rotunda, <b>one</b> set in Live the Past, <b>one</b> door in the kitchen, <b>one</b> door in the hallway opposite the kitchen, and <b>two</b> sets in Honor the Future; eight doors in total.</i>		
Check to make sure all windows are closed & secured (One bathroom window in three stalls)		
Turn off all light switches <u>including market lights</u> (Located behind the front desk, hallway and Honor the Future Room). Do not turn off the light over the front desk with a red X under it on the panel of lights. This stays on all night. (Do not move dimmer switch in place of turning off)		
Please close and lock the front entrance gate drop off this list along with key in the small mailbox outside our driveway under the Faraday sign.		

Renter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Wifi: AHLF Guest Password: guest1580 (no capital letters) Staff Phone Number and Name if Emergency:

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