



**Red Hook VFW Post 7765**

PO Box 293 – 30 Elizabeth Street  
Red Hook, NY 12571  
845-758-6212

**VFW HALL RENTAL EXIT CHECKLIST (Complete before leaving event)**

Renter Name (Please Print): \_\_\_\_\_

\_\_\_\_\_ Reported any damage occurred during your event. Note damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ All decorations & fasteners put up for this event are taken down and removed from the premises.

\_\_\_\_\_ All tables and chairs used are placed back in their original positions if room set up was changed.

\_\_\_\_\_ Floors (incl. floors and countertops in kitchen if used) are swept and mopped as needed.

\_\_\_\_\_ Kitchen utensils, appliances and dishware (including stove, refrigerator or freezer) are cleaned properly and put away unless the agreement includes the services of our kitchen clean up person.

\_\_\_\_\_ Trash cans are emptied in the outside dumpster and new liners inserted in cans if available.

\_\_\_\_\_ All electrical appliances are turned off if used.

\_\_\_\_\_ Check with VFW Representative regarding settings for air conditioning or heat in the hall.

\_\_\_\_\_ All windows are closed and locked.

\_\_\_\_\_ Outside of building and parking lot is checked for discarded items or trash to be put in dumpster.

\_\_\_\_\_ All guests of the event are out of the building by agreed closing time of the event.

\_\_\_\_\_ Turn off all lights in hall, rest rooms and any outside lights.

Signed Off Renter: \_\_\_\_\_ Date \_\_\_\_\_

Checked by VFW Representative: \_\_\_\_\_