



Crescent Farm Historical Center Checklist

Thank you for choosing the Rock Barn for your special event. We have assembled this checklist to help ensure that your entire cleaning deposit is refunded. Please give this form to the person in charge of cleaning and have them initial after completing the item in question. Please leave the completed form on the kitchen counter, and replace the key in the lock box.

FAILURE TO LEAVE THE COMPLETED FORM WILL RESULT IN AN AUTOMATIC \$25.00 CHARGE ON YOUR DEPOSIT.

LIGHTS - The light switches for the lower level are located as you come into the rock barn on your left, on the stone wall. The lights for the main area are the black switches located next to the side door on the interior wall. The white panel on the same wall is for the recessed lights on the wood ceiling.
A/C & HEAT - There are **THREE** control panels. One on the wall by the wood floor, the second around the corner by the side door, and the third is located between the kitchen and storage room door. If the **hot water heater** is not working, the fuse box is located in the closet by the ramp. If you have any other problems, call the office at 770-345-3288 or on the weekends at 770-312-2191.

Before you leave.....	Applicant	CCHS
1. Has the facility been swept of all debris?	_____	_____
2. Have all spills been mopped (leaks around garbage)?	_____	_____
3. Has all garbage been taken? (No dumpster service available)	_____	_____
4. Has the refrigerator been emptied of all contents and returned to its proper configuration?	_____	_____
5. Have the counters/stovetop in the kitchen been cleaned?	_____	_____
6. Have all CCHS kitchen utensils been returned to their place on the wall rack?	_____	_____
6. Have the tables been stacked in the storeroom and the chairs stacked along the walls?	_____	_____
8. If the sound system was used, has it been unplugged?	_____	_____
9. Have all decorations been taken down or removed?	_____	_____
10. Are the bathrooms clean and in order?	_____	_____
11. Have all THREE of the A/C & Heat thermostats been turned to the proper settings?	_____	_____
12. Have the pots outside been cleared of cigarette butts?	_____	_____

Failure to comply with the items listed above will result in forfeiture of the \$200 or \$500 damage/cleaning deposit. The damage/cleaning deposit will be returned within ten days, subject to favorable inspection of premises after the event.

Please let us of any comments or suggestions that you have for the rental facility in the space below.
