



## Marquette Commons Rental End of Event Checklist

FACILITY MUST BE LEFT IN THE CONDITION IT WAS FOUND

- 1) Bag and tie trash. Place tied bags in the maintenance room.
- 2) Turn off the fireplace including the fireplace light.
- 3) Sweep floors (mop, if there were spills).
- 4) Verify all windows are closed and locked.
- 5) Turn off all lights in the main rooms and bathrooms.
- 6) Lock all doors, including restrooms, make sure they are empty.

RETURN KEY, IF ISSUED, THE NEXT BUSINESS DAY, TO THE  
MARQUETTE DDA OFFICE  
337 W. WASHINGTON ST.

906-228-9475

*If you have issues at any point during your rental or have trouble locking the doors or windows, contact DDA Maintenance Coordinator Jay Brady at (906) 360-8624.*

### PLEASE NOTE

- Renters are welcome to use the cleaning supplies located in the maintenance room (brooms, dustpans, mops, paper towel, etc.).
- Additional garbage bags can be found on the shelves in the maintenance room.
- Tables and chairs cannot be taken outside of the main room and vestibule. Renters may arrange for additional tables and chairs to be brought in or for use outside, if needed (renters responsibility).
- Renters are not required to put away tables and chairs.
- When turning on the fireplace, allow up to 30 seconds for fire to ignite after pressing the “power” button.
- Turn off fireplace at the end of your event.
- The enclosed vestibule area may be used during rental, outside of public ice skating hours. The Marquette Commons is open to public ice skating Thursday through Sunday from noon to 8 p.m. during the winter months.
- NO wax candles permitted. NO open flames anywhere in Commons facility.
- Tape and other removable adhesives are allowed inside the Commons room, but must be removed at the end of the rental. Renters are not permitted to nail anything to the walls.
- The sound system is not available for use.

I have read *Marquette Commons Rental End of Event Checklist* and understand all or part of the security deposit may be retained if all checklist items are not completed, if excessive cleaning is required by DDA Maintenance staff, building is damaged, building furnishings are damaged or missing. \_\_\_\_\_