

Forsyth House Rules for Renters

***Please initial the checklist for the room you have reserved when cleaning up.
Return back the form back to the Honors Office when returning the key.***

Check list for Steen Suite

Kitchen:

- All dishes and utensils washed and put away in proper place
- Countertops cleaned and sanitized
- Stove and microwave wiped down
- Food removed from refrigerator
- Floors swept
- Empty trash and replace trash bag

Living Room/Dining Room:

- Clean up and wipe off table
- Vacuum carpet
- Return any furniture that was moved to its proper place
- Empty trash
- Lock doors

Check list for Ogden Fellowship Room

- Kitchenette area left clean and sanitized
- Leave any soiled towels (belonging to Honors House) in sink for laundry
- All tables and chairs stored in designated area
- Floor swept
- Remove all decorations (this includes any tape on any surface)
- Remove all food
- Empty trash to dumpster outside by Harrigan Hall
- Lights out
- Door locked

In signing this document, I verify that I have cleaned the room that has been rented and returned the key to the Honors Office as well as received the \$5 refundable key-deposit.

Signature

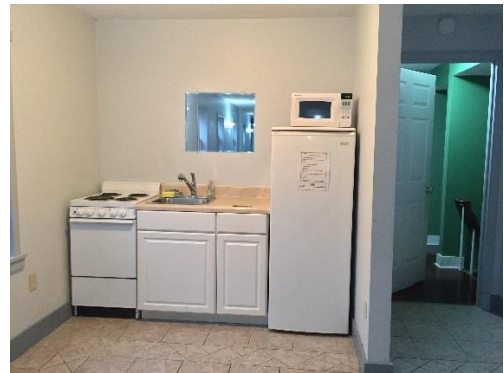
Date

Forsyth House



Steen Suite

Capacity: 20 people.



Ogden Fellowship Room

Includes 12 tables, 92 chairs, and 3 serving tables. Capacity: 90 people

