

THE OLD KELLOGG HOUSE (TOKH) RENTAL FEE CALCULATOR & CHECK-OUT CLEANING LIST

Name(s) of Renting Person(s)	
Kellogg Family Connection	
Date(s) of House Rental	____ / ____ / ____ to ____ / ____ / ____

NOTE: Rental rates apply regardless of TOKH involvement level or work done during stay.

Renter Status (5 yrs. & under are free)	No.		# Nights Stayed		Fee / Night (\$)		Total Fee
TOKH Members (w / Dues Paid)		x		x	\$15	=	
Family Member (Non-TOKH) Guests of Member(s)		x		x	\$25	=	
Grand Total							

Rental fees are to be paid within two weeks of check-out — Send payment + this completed sheet to:
 Allyn Schwarzkopf || 1646 Ann St. || East Lansing, MI 48823 — (Make checks payable to TOKH) or via PayPal electronic
 payment to John Bradford at (jbradford@wowway.com)

CLEANING CHECKLIST - Check off items once you have verified or completed them Any item not completed should be noted and marked as accepted on the back of this form (Please provide details or comments on the back of this form).	Previous Renters	Current Renters
All dishes, utensils, pots & pans, supplies are cleaned and stored.	O Y O N	O Done
Tables and countertops are cleared, cleaned, and uncluttered.	O Y O N	O Done
Refrigerator and stove are wiped clean and cleared, and no food has been left.	O Y O N	O Done
Any used-up kitchen or dining supplies have been replenished.	O Y O N	O Done
Floors in kitchen & dining room areas are swept and, the kitchen and area around the wood stove damp mopped.	O Y O N	O Done
Bathroom sink and countertop is clean & dry (Upstairs).	O Y O N	O Done
Toilet is clean & Toilet Paper replenished (Upstairs).	O Y O N	O Done
Bathroom floor is swept clean, and damp mopped (Upstairs).	O Y O N	O Done
Bathroom sinks and countertop is clean & dry (Downstairs).	O Y O N	O Done
Toilet is clean & Toilet Paper replenished (Downstairs).	O Y O N	O Done
Bathroom floor is swept clean, and damp mopped (Downstairs).	O Y O N	O Done
Shower is clean and shower floor damp mopped.	O Y O N	O Done
Any used-u bathroom supplies have been replenished (Up & Down).	O Y O N	O Done
Living room rug + downstair bedroom rug are vacuumed and tidy.	O Y O N	O Done
Stairway and downstairs hall / entryway are clean and tidy.	O Y O N	O Done
Upstairs hallway and bedrooms are swept, vacuumed up and tidy, and beds are made.	O Y O N	O Done
All bedding supplies brought by renters are removed and taken with.	O Y O N	O Done
Porch is clean and tidy (either swept off or use leaf blower downstairs).	O Y O N	O Done
Porch furniture is put back in place and straightened.	O Y O N	O Done
Firewood consumed in the fireplace, or the wood cook stove has been replenished.	O Y O N	O Done
Do Not Turn Off/Unplug Internet Equipment.	O Y O N	O Done
Make Sure Electric Baseboard Heaters are Turned Off.	O Y O N	O Done
(Continued on Back)		

Notes / Comments:

NOTE: A fee may need to be assessed, and usage privileges reviewed in cases of non-compliance.