

BILL MONROE MUSIC PARK & CAMPGROUND CABINS

CHECK-OUT PROCEDURES

Thank you for staying with us, we hoped you enjoyed your stay. Please help us keep our cleaning fees to a minimum by following these simple check-out procedures before you leave the cabin

- ✓ **Check-out time is 11 am, there are no exceptions. Make sure that you leave enough time to complete our check-out procedures before 11 am.**
- ✓ **Failure to comply with these check-out procedures may result in additional fees and charges to your credit card.**

Please initial that you have completed each task before departing

- ___ Remove all sheets and pillow cases that were used & place them at the bottom of the bed
- ___ Wash, dry and put away all kitchen items back in their original location
- ___ Place all used kitchen, bath towels and washcloths in the shower
- ___ Return all furniture to its original location
- ___ Take all unused food and/or drinks with you
- ___ Place all trash from the cabin in the large trash bags, tie and take to the dumpster
- ___ Make sure all small appliances are turned off – **DO NOT** unplug appliances
- ___ Close all windows and doors
- ___ Remove all trash and ashes from grill and fire pits once cooled and place in trash bag
- ___ Pick up all trash and items from around the outside of the cabin including all smoking items and place in trash bag (matches, butts, etc.) and take to dumpster

We work hard so that you can enjoy arriving to a clean cabin, please respect the guest checking in after you and leave the cabin as it was found during your arrival. Please report any damages or issues with non-working items as soon as you notice them and report any damages occurring during your stay before you check-out.

If these check-out procedures are not followed, or we find damages or broken furniture, you will be charged an additional \$75 cleaning fee and the replacement fees for damaged furniture.

SIGNED: _____ **CABIN #** _____

DATE: _____ **TIME:** _____