



ATTENTION RENTER Availability of inventory items is dependant upon your Rental Agreement and other facility activities. Please notify staff immediately if any items are missing, broken, or not functioning.

KITCHEN SUPPLIES

- 1 Toaster
- 120 Plates
- 120 Forks/Knives/Spoons
- 120 Coffee Cups
- 120 Water Glasses*
- 12 Water Pitchers*
- 3 Coffee Carafes
- 2 30-cup Coffee Makers
- 2 30-cup Water Heater
- 1 House-hold Coffee Pot
- 1 House-hold Tea Kettle
- ~ Assorted Trays
- ~ Assorted Cookware
- 0 NO LINENS
- 0 NO BOWLS

** Renters are encouraged to use tap water instead of bottled water. Bottled water is 2,400 times more expensive than tap water. When renting a room at the CRWEC tap water costs you nothing. The Cedar River Watershed provides Seattle with drinking water that is among the best in the US and around the world .*

AUDIO & VISUAL EQUIPMENT

- 2 Whiteboard Easels
- 4 Pad Easels (no paper or pens)
- 1 TV/ VCR
- 1 Overhead Projector/Remote
- 1 Blu-ray disc player
- 1 Sound System
- ~ HDMI compatibility
- ~ Laptop/Ipod compatibility
- 2 Microphones & stands
- 1 Screen

APPLIANCES

- 1 Household Refrigerator/Freezer
- 1 Household Dishwasher
- 1 Household Stove/Oven
- 1 Household Microwave
- 1 Commercial BUNN Coffee Maker

FURNITURE

- 120 Chairs
- 12 30" x 72" Tables
- 12 60" Round Tables
- 1 Podium
- 1 Computer Cart





Please leave the facility in the same condition it was found.

BUILDING

- Close opened windows and doors.
- Sweep floors, including kitchen, if needed.
- Vacuum rugs if needed.

FURNITURE

- Wipe down tables.
- Stack tables on cart.
- Fold/hang chairs on chair cart.

KITCHEN

- Place dirty dishes in dishwasher and run when full.
- Dishes that do not fit in dishwasher, please wash by hand.
- Clean coffee makers and carafes.
- Wipe counters, stovetop, oven and sink, if used.
- Clear refrigerator.

WASTE

- Catered events must take waste off-site.
- Non-catered events must take all waste to parking lot dumpsters.
- Place garbage waste in dumpsters.
- Place recycling in recycling bins.
- Place food waste in yard waste bins.

CHECK OUT

- When you have completed cleaning up, check out with staff.

