

# COMMUNITY SERVICES DEPARTMENT

## Facility Rental Checklist



Facility (please circle): Burgess                      Onetta Harris                      Senior Center

Organization/Renter: \_\_\_\_\_ Event Date: \_\_\_\_\_

Employee Working Rental: \_\_\_\_\_ Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

### **Opening Checklist:**

- Staff was on time.
- Call Supervisor on duty to confirm arrival.
- Turn off alarm upon arrival.
- Conduct facility walk through for inspection of overall facility condition.
- Room was clean and ready for rental.
- Restrooms and kitchen were clean and in an orderly fashion.
- Any concerns or existing damages were reported to the staff person.
- Other \_\_\_\_\_

### **During Event Checklist:**

- Staff is present throughout duration of entire event.
- Staff is available for assistance and to answer any questions.
- Beer, Wine, or Champagne is served only, and only for reservations approved for alcohol. Security Guard is present and no liquor is being served.
- The renter took care to see that no damage is done to the facility and that all of the attendants conducted themselves in an orderly manner.
- Police is not summoned for any reason as a result of the guests.
- No furniture was used outside of the building (unless noted on the contract.)
- Only the rented room is being used and the remainder of the building is locked and not accessible to guests.
- Other \_\_\_\_\_

### **Closing Checklist:** (Check all that apply; if box is not checked, list reason under comments)

- Entire rental group was out at scheduled time.
- Sinks, stoves, and counters are wiped down.
- Garbage & recyclables are removed from building and placed in the proper containers outside.
- Food & all outside rental equipment are removed from the building.
- Restrooms were left in a clean and orderly fashion.
- All decorations were removed.
- Floor has been swept, mopped, or vacuumed if necessary.
- No breakage, graffiti, or damage to premises, furniture, or equipment.
- No excessive cleaning was required by city staff.
- Both Staff and the renter sign off on the checklist and it is placed in the Supervisors box.
- Once all guests have exited the building, conduct a final walkthrough to secure the building and set the alarm.
- Call Supervisor on duty to confirm departure.
- Comments: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Office Use Only:**

Security Deposit Returned-Receipt # \_\_\_\_\_ Processed By: \_\_\_\_\_ Date: \_\_\_\_\_