

# Rental Checklist / Agreement

Name: \_\_\_\_\_ Rental Date(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Do not drag tables, chairs, or other heavy objects. Take care not to scratch floors.
  2. Use painters tape provided for you in the cleaning box-NO nails, staples or tacks of any kind may be used. Facility cannot be altered in any way.
  3. Do not adjust thermostat. Heat is set at appropriate temperature.
  4. NO property including the key for the courts and party suite shall be removed from facility for any reason, at any time.
  5. **No alcohol is allowed on the premises.**
  6. **In order to receive a refunded deposit:**
    - Facility must be left clean and orderly.
    - All chairs, tables, and other equipment must be returned to original location or storage area.
    - All garbage beyond the two allowed bags is taken off site by the renter.
    - Activities are held only inside the rental space renting.
    - Lights must be turned off.
    - No Alcohol is consumed on-site or in the parking lot.
- Violation of these rules can result in termination of rental agreement.
- Refunded deposit will be granted only if rental agreement is honored on Monday after completion of the contract.
- Any damage discovered by authorized personnel (during inspection) after the rental period, may result in a non-refunded deposit. If you notice any damage upon entering the facility, please report it to authorized personnel prior to usage of the facility.
- All lost and found items will be donated to Goodwill at the end of each month.

**By signing this form, you agree to perform all duties listed above.**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

# Before and After Event Checklist

Location of Event: \_\_\_\_\_

Before            4After    Date: \_\_\_\_\_

Time \_\_\_\_\_    Time \_\_\_\_\_ (please initial each line item before and after event)

*Outdoor:*

- \_\_\_\_\_    \_\_\_\_\_    Walk around and take photo of any exterior garbage/trash.
- \_\_\_\_\_    \_\_\_\_\_    Take photo of trash level.
- \_\_\_\_\_    \_\_\_\_\_    Check to be sure exterior walls free of graffiti.

*Indoor:*

- \_\_\_\_\_    \_\_\_\_\_    Check to be sure indoor walls are free of graffiti.
- \_\_\_\_\_    \_\_\_\_\_    Check floors are clean and clear of debris.
- \_\_\_\_\_    \_\_\_\_\_    Trash cans are empty and the allotted two bags are there and available/only 2 bags left after event.
- \_\_\_\_\_    \_\_\_\_\_    Check that tables and counters are clean.
- \_\_\_\_\_    \_\_\_\_\_    Equipment this is being used in good working order.

Side Notes: