

# Community Center Rental - Inspection Checklist

EXHIBIT A

Renter name:

Renter phone number:

Date:

Room rented:

Equipment used:

Complete a walk-through Before and After the event. Indicate with a check in the before box that items have been completed before you use the facility and notify city staff if any items are not completed prior to using the facility. Indicate with a check in the after box items that you completed after your event. Indicate any items that do not apply to your rental with a check in the n/a box. Return this paperwork to the city office when you return your key.

	Before	After	n/a
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## General Items

1. Empty all trash and take out to the dumpster located behind the building on the northwest corner
2. Replace trash bags in cans (bags are available in the storage closet)
3. Sweep and clean the floor in the entry and the front hallway
4. Everything brought in for your event must be removed from the site when you are done
5. Facility equipment and supplies must be in working order and put away in the designated location
6. All furniture must be returned to its original location
7. All decoration and tape must be taken down and removed
8. Turn off all lights
9. lock the doors
10. Pickup any trash inside and outside of the building (including cigarette butts)
11. Put away all cleaning supplies in the storage closet
12. wipe down all tables and chairs before putting them away
13. Return signs, keys and this form to the City office

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## Restrooms

1. Clean and wipe down sinks and mirrors
2. flush all toilets and urinals
3. restock toilet paper and towels
4. Clean and sweep floors (mop if necessary)

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## Gym

1. clean temporary flooring and put it away (spot clean if necessary)
2. sweep gym floor
3. Close and lock the partition wall
4. lower basketball hoops
5. put all tables and chairs away under the stage
6. Sweep and clean stage
7. place risers back on the stage
8. put away all sporting equipment in its designated location

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## South Community Room

1. sweep and clean the floor (mop if necessary)
2. put tables back as designated on the map
3. put chairs away on the racks (6 to a stack)
4. Clean the appliances in the kitchenette
5. turn oven off
6. take all food out of the refrigerator
7. wipe down counters
8. clean out sink
9. turn off and put PA system back along middle sliding wall
10. clean and unplug the coffee pots

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WEST DOOR

WEST BATHROOMS

WEST KITCHEN

HALL

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

CHAIR RACK

TABLE

TABLE

TABLE

PIANO

EAST KITCHEN

EAST BATHROOMS & LOBBY

EAST DOOR