

# Checklist for Community Room Rentals

<u>Item:</u>	<u>Comments:</u>	<u>Applicable Charges:</u>
_____ Chairs and tables put away	_____	_____
_____ Floors clean	_____	_____
_____ Broom and dustpan returned	_____	_____
_____ Waste reasonably sorted	_____	_____ (\$20)
_____ No disposables used	_____	_____ (\$20)
_____ Appliances turned off	_____	_____
_____ Sandwich boards returned	_____	_____
_____ Dishes scraped and rinsed	_____	_____
_____ Other:	_____	_____
<u>No damages done to:</u>	<u>Comments:</u>	<u>Applicable Charges:</u>
_____ Floors	_____	_____
_____ Windows	_____	_____
_____ Walls	_____	_____
_____ Doors	_____	_____
_____ Tables	_____	_____
_____ Chairs	_____	_____
_____ Lamps	_____	_____
_____ Artwork	_____	_____
_____ Projector Screens	_____	_____
_____ Curtains	_____	_____
_____ Other:	_____	_____
	Total Charges:	_____

Renter \_\_\_\_\_

Date of Rental \_\_\_\_\_

Checked by \_\_\_\_\_

Date \_\_\_\_\_