



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. 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 shall be removed from facility for any reason, at any time.
 5. **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.
- 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 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 After 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: