

Pre-event Condition Check List

This should be completed on your own before setting up for your party. (Please make sure to check every room that will be used by the rental party (i.e. room rented as well as common areas – bathrooms, lobby, exterior, etc.). Condition of rooms after the event in comparison to before the event will determine the extent to which the deposit will be returned.

Pre-event walk-through rental party comments:

Undersigned party agrees to the condition of the room prior to rental.

X _____
(Rental Party Signature)

X _____
(Rental Party Print Name)

Initial

_____ TABLES AND CHAIRS CLEAN, WORKING CONDITION, NOTHING BROKEN

_____ CARPET FREE OF STAINS OR TEARS ETC.

_____ FLOOR AND KITCHEN AREA CLEAN

_____ BATHROOMS: NO TRASH ON THE FLOORS, CLEAN, NOTHING BROKEN

_____ THE GROUNDS ARE CLEAN IN FRONT, SIDES AND BACK

AFTER EVENT:

_____ MAKE SURE THAT EVERYTHING PERTINENT IS TURNED OFF (LIGHTS, ETC.)

_____ MAKE SURE EVERYTHING IS RETURNED TO ITS ORIGINAL PLACE (TABLES, CHAIRS, TRASH RECEPTICLES, ETC.)

Please describe in detail any noted problems with the facility in pre-event condition.

If there are any items or conditions you would like District staff to be made aware of, please fax this form to 303-414-0617. Thank you.

Post-Event Condition Check list

- _____ WIPE DOWN ALL TABLES AND CHAIRS – EVEN ANY PERMANENTLY SET UP IN THE ROOM
- _____ CARPET FREE OF STAINS OR TEARS ETC
- _____ SWEEP, MOP, AND VACUUM FLOORS IF NEEDED
- _____ FURNITURE IN WORKING CONDITION, NOTHING BROKEN
- _____ PICK UP ALL TRASH INSIDE AND OUTSIDE, PLACE IN DUMPSTER IN PARKING LOT
- _____ BATHROOMS CLEAN: NO TRASH ON THE FLOORS
- _____ MAKE SURE THAT EVERYTHING PERTINENT IS TURNED OFF (LIGHTS, ETC.)
- _____ MAKE SURE EVERYTHING IS RETURNED TO ITS ORIGINAL PLACE (TABLES, CHAIRS, TRASH RECEPTICLES, ETC.)
- _____ THE GROUNDS ARE CLEAN IN FRONT, SIDES AND BACK (MAKE SURE ALL TRASH BAGS ARE DEPOSITED IN DUMPSTERS)

Please be advised that return of security deposit is contingent upon the above conditions (as well as contract stipulations) being met.