

COMMUNITY CENTER RENTAL CHECKLIST

APPLICANT'S NAME _____

DATE _____ TIME _____

<u>TURN OFF</u>	<u>YES</u>	<u>NO</u>	<u>COST</u>
Heat Set Back to 60 (Small & Large Rooms)	_____	_____	\$25.00
Air Conditioning Set to 80	_____	_____	\$25.00
Stove and Oven Off	_____	_____	\$25.00
Fans Off	_____	_____	\$5.00
All Windows Closed and Locked	_____	_____	\$25.00
All Doors Locked/Pins pushed up to Secure Door	_____	_____	\$25.00
Decorations/Balloons left	_____	_____	\$5.00
Evidence of Smoking Inside Building	_____	_____	\$100.00
Evidence of Taking Furniture Outside	_____	_____	\$100.00

TV **DAMAGE TO THE TV WILL BE COST OF REPAIR + FEE**

PLEASE CHECK THE ITEMS LISTED BELOW. THESE ITEMS ARE SUBJECT TO FINES AS INDICATED IN YOUR RENTAL AGREEMENT.

<u>DAMAGED/CLEAN</u>	<u>DAMAGED</u>		<u>CLEAN</u>	
	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
Entryway Floor	_____	_____	_____	_____
Kitchen Floor	_____	_____	_____	_____
Bathroom Floors	_____	_____	_____	_____
Chairs	_____	_____	_____	_____
Tables	_____	_____	_____	_____
Sinks	_____	_____	_____	_____
Refrigerator	_____	_____	_____	_____
Stove	_____	_____	_____	_____
Oven	_____	_____	_____	_____
Microwave Oven	_____	_____	_____	_____
Toilets	_____	_____	_____	_____
Bathroom Sinks	_____	_____	_____	_____
Tent Removed	_____	_____	_____	_____
Bldg Grounds & Parking Lot	_____	_____	_____	_____
(All decorations and debris including cigarette butts)	_____	_____	_____	_____
Garbage Disposal Emptied	_____	_____	_____	_____

(PLEASE SPECIFY) _____

Keys returned to City Hall immediately after event _____

IF THE KEY IS NOT LEFT IN THE DROP BOX AT CITY HALL, THE TOTAL DEPOSIT WILL BE FORFEITED UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH CITY HALL.

****ANY DAMAGE DONE WILL BE ASSESSED ON AN ACTUAL TIME AND MATERIALS BASIS & WILL BE BILLED ACCORDINGLY.**

THE CITY OF SYLVAN LAKE WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS LEFT BEHIND.

****RENTERS ARE REQUIRED TO CALL DISPATCH AT 248-682-2104 WHEN LEAVING THE BUILDING AT THE END OF AN EVENT. PLEASE INFORM DISPATCH THAT YOU ARE LEAVING THE COMMUNITY CENTER FOR THE DAY/NIGHT. THE CITY OF SYLVAN LAKE POLICE DEPARTMENT WILL BE CHECKING THE BUILDING AT THE END OF EVEF**