

EVENT INSPECTION FORM

Renters Name: _____

Room: _____

Event: _____

CHECK LIST	PRE-EVENT INSPECTION		TIME	POST-EVENT INSPECTION		TIME
	DATE			DATE		
	EVENT HOST	CITY OFFICIAL		EVENT HOST	CITY OFFICIAL	
Floor Clean: Swept, mopped with clean water and soap only (NO HARSH CHEMICALS!)						
Damage Inspection						
Kitchenette Clean: Including counters, sink, floors, etc.						
Trash emptied/liners replaced						
Restrooms Clean: Floor cleaned, trash emptied, toilets flushed and cleaned, sink etc...						
Walls clean: All décor and any adhesive items removed						
Key Returned						
All trash outside picked up & porches swept						

PRE-INSPECTION

Renter's Signature: _____

City Official Signature: _____

Comments/Remarks: _____

POST-INSPECTION

Renter's Signature: _____

City Official Signature: _____

Comments/Remarks: _____

***Please refer to the Cleaning Check list found in your contract for a full list of cleaning responsibilities.

***The Cleaning Check list is also posted in the cleaning closet located next to the restroom **OR** ask the person on duty for a copy of the list.

***Room rented must be returned in the same condition in which it was received.

***Failure to comply with the rules & regulations set forth by the City Council will result in a reduction or total loss of Security Deposit.