

EVENT INSPECTION FORM

Name:

Event:

Date:

Time:

Room:

CHECK LIST	PRE-EVENT INSPECTION		POST-EVENT INSPECTION	
	EVENT HOST	CITY OFFICIAL	EVENT HOST	CITY OFFICIAL
Floor Clean: Swept, mopped with clean water (NO CANDY OR GUM!!!)				
Tables Clean: Wiped down				
Kitchen Clean: Including counters, refrigerator, stove, floors, etc.				
Trash emptied/liners replaced				
Restrooms Clean: Floor cleaned, trash emptied, toilets flushed and cleaned, etc...				
Walls clean: All décor and any adhesive items removed				
Stage Clean: All carpeted areas vacuumed				
Parking Lot: All trash picked up				

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 kitchen **OR** ask the person on duty for a copy of the list.*

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

****Failure to comply with the rules & regulations set forth by the Lovejoy Community Center will result in a deduction or total loss of security deposit.*