STAFFORD RECREATION COMMISSION

# BUILDING RENTAL - OPENING AND CLOSING PROCEDURES

Date ROOM/TIME

Renter’s Name, Group Name

**Failure to complete this checklist will result in forfeiture of deposit.**

Time In \_\_\_\_\_\_\_\_\_ a.m./p.m. Time out \_\_\_\_\_\_\_\_\_ a.m./p.m.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| InitialsRenter | InitialsStaff | Responsibilities | Initials Renter | Initials Staff |
|  |  | A signed copy of Rules and Regulations received by renter. |  |  |
|  |  | Tables and chairs must be correctly stored |  |  |
|  |  | Tables must be clean |  |  |
|  |  | Counters, sinks, stove, and refrigerator must be clean |  |  |
|  |  | Restroom floors, sinks, toilets must be clean |  |  |
|  |  | Floors must be swept, mopped, and clean |  |  |
|  |  | Items/equipment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Number checked out \_\_\_\_/ in \_\_\_\_\_ (additional items listed on back)  |  |  |
|  |  | Cleaning equipment and supplies must be stored correctly. |  |  |
|  |  | Trash must be emptied into outside containers. |  |  |
|  |  | Count tables and chairs for consistency with inventory (staff) |  |  |
|  |  | One extra trash liner placed in bottom of each container (staff) |  |  |
|  |  | Flush toilets to ensure they are in proper working order. (staff) |  |  |
|  |  | Restroom paper supplies must be adequate. (staff) |  |  |
|  |  | Restrooms must be locked/unlocked, if applicable, by staff. |  |  |
|  |  | All exterior doors must be locked and secure (staff must re-check) |  |  |
|  |  | Show rental group the location of all supplies: mops, brooms, bucket, cleaning rags, and dust pan. (staff) |  |  |
|  |  | Provide rental group with telephone numbers where staff can be reached during the rental. |  |  |
|  |  |  |  |  |

 BUILDING RENTAL ATTENDANT SIGNATURE

Needed Maintenance (Attendant Only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_