

Tenant: _____

Event Date: _____

Room(s): _____

Rental Time: _____

CITY OF ANAHEIM - EAST ANAHEIM COMMUNITY CENTER - FACILITY RENTAL CHECK OUT LIST

We are supplying you, the Tenant, with the following check list to assist you in complying with our clean up requirements. In order to receive a refund of your deposit you must read and sign this form both at the start of your function and again upon completion of your function. **THIS FORM MUST BE COMPLETED AND RETURNED TO THE STAFF MEMEBER ON DUTY. FAILURE TO DO SO WILL RESULT IN THE LOSS OF YOUR DEPOSIT AND POSSIBLE ADDITIONAL CHARGES.**

Before -Equipment

Description

After-Equipment

- | | | |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Podium | All equipment requested must be checked out | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Speaker | upon arrival of guest. Equipment used must be | <input type="checkbox"/> Speaker |
| <input type="checkbox"/> Microphone | turned in and inspected at the end of event. | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> White Boards | | <input type="checkbox"/> White Boards |
| <input type="checkbox"/> Projector | Place cords, remote and projector back into it's case. | <input type="checkbox"/> Projector |

Before - Multipurpose Room

Description

After - Multipurpose Room

- | | | |
|--|---|--|
| <input type="checkbox"/> Trash | Place in containers inside room. After event, place bags of trash into dumpster. All boxes must be broken down. | <input type="checkbox"/> Trash |
| <input type="checkbox"/> Tables & Chairs | Wiped and left clean of food and debris. | <input type="checkbox"/> Tables & Chairs |
| <input type="checkbox"/> Floor | Vacuum all food and decorations. Sweep floors of debris. | <input type="checkbox"/> Floor |

Before - Kitchen

Description

After - Kitchen

- | | | |
|---|--|---|
| <input type="checkbox"/> Food & Utensils | Remove all food and beverages from refrigerator and warmers. | <input type="checkbox"/> Food & Utensils |
| <input type="checkbox"/> Sinks & Counters | Clean and dried. | <input type="checkbox"/> Sinks & Counters |
| <input type="checkbox"/> Refrigerator | Clean inside and outside. | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Food Warmers | Clean inside and outside. | <input type="checkbox"/> Food Warmers |
| <input type="checkbox"/> Coffee Maker | Clean inside and outside. | <input type="checkbox"/> Coffee Maker |
| <input type="checkbox"/> Floor | Mop up spills, sweep floor of debris. | <input type="checkbox"/> Floor |

Before - Outside

Description

After - Outside

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Patio & Sidewalks | Dispose of trash and cigarette butts. | <input type="checkbox"/> Patio & Sidewalks |
|--|---------------------------------------|--|

Before -Restrooms

Description

After - Restrooms

- | | | |
|--|--|--|
| <input type="checkbox"/> Men's & Women's | All trash and paper must be placed in trash can. | <input type="checkbox"/> Men's & Women's |
|--|--|--|

Before -Lobby

Description

After - Lobby

- | | | |
|---|--|---|
| <input type="checkbox"/> Lobby Entrance | All debris, decorations, and trash must be placed in trash receptacles provided. | <input type="checkbox"/> Lobby Entrance |
|---|--|---|

Staff will make periodic inspections of facility during rental usage to ensure group(s) are in compliance with policies and procedures. Any problems will be reported to rental group representative for immediate corrective action. I, the undersigned, understand and accept the requirements listed above. I authorize: _____ to act on my behalf regarding facility clean up in my absence.

Staff Comments: _____

User Signature - Check In

User Signature - Check Out

Staff Signature - Check In

Staff Signature - Check Out