

VILLAGE OF FIVE PARKS DEPOT –“Pre- Party” INSPECTION

Was the room in good condition before the event ? YES NO (please circle)		
RENTERS NAME:	PHONE:	
EMPLOYEE:	EVENT DATE:	
IN TIME:	OUT TIME:	EVENT TIME:

GREAT ROOM	OK ?	CONCERNS
Carpets vacuumed and clean		
Note stains on carpet		
Trash cans empty		
Previous decorations /scotch tape removed		
All AV equipment functioning properly		
Note condition of furniture		
Furniture in proper arrangement		
WARDROBES AND TABLE UNDER TELEVISION ARE NOT TO BE MOVED		
KITCHEN	OK?	CONCERNS
Dishwasher empty?		
All trash cans empty		
Counters clean / no dishes laying around		
Coffee pot clean		
Floor swept		
Refrigerator /Freezer empty and clean		
Microwave clean		
PATIO	OK?	CONCERNS
All bottles/ cans removed and recycled		
Trash cans empty		
Concrete clean		
Decoration debris removed		
Grill: is it clean and ready to use		
Note propane usage if plan to use grill		

As per your rental agreement, cleanup is the responsibility of the Renter.

Village of Five Parks Master Association will assist in the breakdown of all tables and chairs and will provide general custodial supplies. **Stains on the wall and flooring are the responsibility of the Renter.** If the room is not properly cleaned, as determined by the Village of Five Parks Master Association Inc. staff, **cleaning charges will be assessed** to the Renter at the sole discretion of the Village of Five Parks Master Association Inc. **“ It is the responsibility of the Renter to conduct and entry and exit walk through with the Village of Five Parks staff member to verify the condition of the room.”**

Date

Signature of user

Date

Staff Representative

VILLAGE OF FIVE PARKS DEPOT –“Post- Party” INSPECTION

CLEAN ALL ITEMS USED AND RETURN FURNITURE TO ORIGINAL POSTION	
RENTERS NAME:	PHONE:
EMPLOYEE:	EVENT DATE:
	EVENT TIME:

GREAT ROOM	YES	NO	ACTIONS TAKEN
Carpets vacuumed and clean			
All food/drink spills on furniture/rug cleaned			
Tables broken down and put away			
All trash removed and thrown in dumpster in parking lot			
All decorations removed			
All AV equipment turned off			
Furniture returned to original arrangement			
KITCHEN	YES	NO	ACTIONS TAKEN
All dishes clean and put away or in dishwasher (and Run)			
All trash removed and thrown in dumpster in parking lot			
Counters clean and free of food and spills			
Coffee pot cleaned (if used)			
Floor swept			
Refrigerator /Freezer emptied and clean			
Microwave cleaned (if used)			
PATIO	YES	NO	ACTIONS TAKEN
All bottles/ cans removed and recycled			
All trash removed and thrown in dumpster in parking lot			
Any food/debris swept and disposed of			
Any spills taken care if			
All Decoration removed			
Grill : wipe down and empty trash underneath			
Note propane usage			

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Date

Signature of user

Date

Staff Representative