
HALL INSPECTION REPORT

PRIOR TO USE	AFTER USE	FEE TO RESTORE \$25 per hour (1 Hour Minimum)
--------------------	--------------	--

DATE: _____

INSPECTOR: _____

Restrooms Have Paper, Soap, Toilets Flushed.	_____	_____
Restrooms Cleaned and Damp-Mopped	_____	_____
Trash Bagged and Removed to Outside Containers	_____	_____
Tables and Chairs Returned to Original Location	_____	_____
Kitchen Appliances, Counters, Sinks Cleaned	_____	_____
All Floors Damp-Mopped	_____	_____
Lights Off, Doors and Windows Locked	_____	_____
Heat Set to 65 Degrees/Air Conditioning Off	_____	_____
Exterior Area Cleaned of Cigarette Butts, cans, bottles, paper etc	_____	_____
All Other Areas Returned to Pre-Use Condition	_____	_____
Key Returned: Date and Time _____ (Lost Keys Require \$250.00 Fee to Change Locks and Keys)	_____	_____

Missing/Damaged Items/Other: _____

Agreed Date and Time Facility to be Returned to Pre-Use Condition: _____

Yes _____ No _____

Deposit Returned: ____ / ____ / ____ Amount: \$ _____

PLEASE NOTE:

For Friday, Saturday, and Sunday rentals, the key must be returned to the City Building on Monday by 5:00 P.M.

For Monday, Tuesday, Wednesday, and Thursday rentals, the key must be returned to the City Building by 5:00 pm on the following day after the use.