

PARTY RENTAL CHECKLIST FOR SECURITY DEPOSIT

HOST NAME: _____

PARTY DATE _____

Host Must

Verify table/chair count. Tables and chairs cleaned and put away
Portable stage put away (if used)
All floors swept (pavilion, kitchen, program room)
Clean and wipe down kitchen, including any spillage on stove, counters oven, refrigerator, sinks and micorwave.
Clear out and check for items left in refrigerator, oven and microwave
All trash thrown away in bin or trash receptacle, make sure lid is closed properly. Lid must be able to close flat.

Assessment/Deductions of at least \$50 for each of the following:

Excessive trash, cigarett butts, litter, bottles, cans, etc. left around facilities including field and/or outside sidewalk.
Damage to walls, floor, ceilings, windows, doors, tables, chairs, etc. outside of normal use
Failure to abide by safety and security warnings by party facilitator
Any physical or verbal conflict with staff, visitors, other users, or neighbors
Illgal parking or parking in loading zone after unloading
Failure to vacate facility in a timely manner as set by the contract

Assessments/Deductions of at least \$75 for each of the following:

Failure to clean facility (kitchen, tables, chairs, appliances, and grounds) as rented
Replacement of damaged or broken tables and chairs (no deduction for normal wear and tear)
Plugged toilets due to misuse, soiled walls and sidewalks, graffiti, or dangerous or unsanitary use of facilities.
Third warning given by party facilitator regarding safety or security rules.
Any occurance that results in the need for police or fire department resulting from misuse of facility (excludes medical emergency)

Full deposit forfeited and/or possible shut down of party in the event of :

Any theft of equipment, furniture or materials.
Severe or excessive damage to walls, floors, ceiling, windows, doors, fixtures, tables, chairs, toilet, sinks, equipment or grounds.
Excessive damage as a result of altercation, vandalism, flood or fire due to misuse
Sub-leasing of facilities or change of scheduled activity without authorization
Severe conflict or disruptive activities with staff, users, visitors, or neighbors.
Guest count over allowable max capacity. Party may be shut down, no refund will be given and security deposit will be forfeited in full.

*** Other deductions may occur if any other terms, as stated in the contract, are not followed**

Party Rental User signature _____ Date _____

Party Facilitator signature _____ Date _____