

Sebastopol Community Cultural Center

SPECIAL EVENT RENTAL - POST-EVENT PRELIMINARY CLEAN-UP CHECK LIST

EVENT DESCRIPTION: _____ EVENT DATE: _____

SECTION A: To be Completed by SCCC Staff: Please review the condition of the premises, inside and outside, following the event, and check off all items that you feel have been completed satisfactorily. Please note any concerns at the end of the checklist in the space provided for comments. Then please review the checklist with the renter so he/she is aware of the results of this preliminary inspection. Please have the renter sign Section B below. Try to be thorough, but keep in mind that the renter will be responsible for any damages or problems caused by the event even if they are not discovered until after the completion of this preliminary inspection.

- _____ **TABLES.** Clean/wipe all tables thoroughly. Make sure they are dry and not sticky before placing them neatly on the racks stored beneath the stage.
- _____ **DECORATIONS.** Remove all decorations and postings before leaving, including tape, thumb tacks, push pins, etc. from tables, chairs, walls and stage.
- _____ **FLOORS.** Leave rental space free of all trash and spills. As needed: Dust mop and/or wet mop rental space.
- _____ **KITCHEN** (if used): Kitchen must be thoroughly cleaned. Mop floor, clean stove and oven, empty refrigerator, wipe counters clean and leave sink clean and dry. If SCCC supplies, utensils, or equipment were used, clean and dry thoroughly.
- _____ **TRASH INSIDE.** Empty all trash from rental space, and, if used, restrooms and kitchen. Make sure to recycle. Bins are provided for glass, plastic and cans.
- _____ **TRASH LINERS.** Put new trash liners in all waste baskets and garbage cans. SCCC provides trash bags.
- _____ **TRASH OUTSIDE.** Make sure all trash is picked up from outside and around the building.

Time all in rental party departed: _____

Comments by SCCC Staff: _____

SCCC Staff Signature: _____ Date: _____

SECTION B: To be Completed by Renter: Your signature below confirms that you have reviewed and agree with the results, noted above, of the SCCC staff person's preliminary inspection of the premises following the end of your event. Please note that you will be responsible for any damages or problems caused by your event, even if they are discovered by SCCC after the completion of this preliminary inspection.

I confirm that I have reviewed and agree with the preliminary results above, and I understand that deductions will be made from my deposit for any damages or problems caused by the event, whether or not they are noted on this document.

Renter Signature: _____ Date: _____