

Assessment of Condition of Community Center

This checklist will help you protect your initial deposit. Using the key below, fill in the letter that best describes the condition of the Community Center prior to your event, then give a copy of this checklist to the City's representative. When you complete your event and the clean up, a representative from the City will meet you at the Community Center to fill out the end-of-rental assessment. If this assessment is not completed and turned into the City of Electra, or damage has occurred, you will lose your deposit and be held liable for any additional damages not covered by your deposit.

Key	
Missing	M
Good condition	G
Damaged	D
Clean	C
Clean up required	R

Clean up Required	Beginning of rental	City's end-of-rental assessment	Comments
Trash picked up around community center exterior			
Trash cans inside center emptied to outside dumpsters.			
Floor swept and any spills mopped up.			
Kitchen Cleaned			
Bathrooms Cleaned			
Tables washed			

Noted Damages if any additional

Inventory	Beginning of rental	City's end-of-rental assessment	Comments
Tables (20)			
Chairs (58)			
Trash Cans (??)			
Cleaning Supplies			Mop & Bucket, Dust mop, Broom, & Dustpan
Coffee Maker			

Community Center rental fees and deposit must be paid in cash at the time of making the reservation. The City of Electra will not guarantee the date until all fees and deposits are received at City Hall. There will be a cancellation fee of 50% of the rental fee for any reservation that is not cancelled seven (7) days prior to the event date. The person renting the facility is responsible for scheduling a walk through appointment with a City representative a minimum of 24 hrs prior to the event. During this walkthrough, the City's representative will complete the checklist, provide the key to the facility and schedule a time after the event to conduct an assessment of the facility. Any damages or clean up necessary will be identified by the City's representative during this assessment. Failure by the renter to attend this assessment will be viewed as full approval by the renter and may result in withholding of the deposit or additional charges for cleaning or damages.

Deposit of \$100 Cash

Rental Fees:

\$50 for 3 hours

\$100 for all day

Facility Renter (please print)

Telephone Number

Date and Length of Rental

Pre-Rental Assessment

City's Representative

Facility Renter (Signature)

Post-Rental Assessment

City's Representative

Facility Renter (Signature)