



VFW Post 4443

Highland Hills - Oak Hill Post, Austin, Texas



CRAND HALL CHECKLIST

The “RESPONSIBLE PARTY” (RP) identified on the hall rental agreement is responsible for the maintenance/welfare of the items identified below.

- | | |
|---|--|
| <p>_____ ROUND TABLES ()</p> <p>_____ SIX (6) FOOT TABLES ()</p> <p>_____ EIGHT (8) FOOT TABLES ()</p> <p>_____ CHAIRS ()</p> <p>_____ BIG SCREEN TV</p> <p>_____ CABLE TV BOX</p> <p>_____ TV REMOTE</p> <p>_____ SOUND SYSTEM (ADDITIONAL \$250 DEPOSIT REQUIRED)</p> <p>_____ FLOORS MOPPED/SWEPT</p> <p>_____ SINK/COUNTERS CLEAN</p> | <p>_____ REFRIGERATOR CLEAN</p> <p>_____ MICROWAVE CLEAN</p> <p>_____ MOPS/BROOMS IN RESTROOM</p> <p>_____ GARBAGE CANS LINED</p> <p>_____ TRASH REMOVED TO DUMPSTER</p> <p>_____ RESTROOM CLEAN (simple green only)</p> <p>_____ AC/HEAT OFF AT END OF EVENT</p> <p>_____ AC/HEAT REMOTES (2) SECURED</p> <p>_____ LIGHTS OFF</p> <p>_____ DOORS LOCKED/KEYS RETURNED</p> |
|---|--|

All items identified above must be returned or accounted for in same condition received. The cost of any damaged or missing items will be deducted from the \$250.00 cleaning/damage deposit.

PRE-EVENT

AFTER-EVENT

DATE: _____

DATE: _____

RP: _____

RP: _____

POST REP: _____

POST REP: _____

COMMENTS: _____