



VFW Post 4443

Highland Hills - Oak Hill Post, Austin, Texas



POOL/BRIDES ROOM CHECKLIST

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

- | | |
|---|--|
| <p>_____ INSIDE TABLES ()</p> <p>_____ INSIDE CHAIRS ()</p> <p>_____ SOUND SYSTEM (ADDITIONAL \$250 DEPOSIT REQUIRED)</p> <p>_____ FLOORS MOPPED/SWEPT</p> <p>_____ COUNTER CLEAN</p> <p>_____ REFRIGERATOR CLEAN</p> <p>_____ OVEN CLEAN</p> <p>_____ POOL CHAIRS ()</p> <p>_____ MICROWAVE CLEAN</p> | <p>_____ MOPS/BROOMS PUT AWAY</p> <p>_____ POOL AREA CLEAN</p> <p>_____ GARBAGE CANS LINED</p> <p>_____ TRASH REMOVED TO DUMPSTER</p> <p>_____ RESTROOMS SERVICEABLE/CLEAN</p> <p>_____ PICNIC TABLES ()</p> <p>_____ DRESSING TABLE/CHAIRS/MIRROR</p> <p>_____ COUCH</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: _____