



TSCHIRHART HALL CHECKLIST

THE "RESPONSIBLE PARTY" (RP) IDENTIFIED ON THE HALL RENTAL AGREEMENT IS RESPONSIBLE FOR THE SAFE KEEPING AND MAINTENANCE OF THE ITEMS IDENTIFIED BELOW.

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|---|---|
| <input type="checkbox"/> ROUND TABLES () | <input type="checkbox"/> OVEN CLEAN |
| <input type="checkbox"/> SIX (6) FOOT TABLES () | <input type="checkbox"/> MICROWAVE CLEAN |
| <input type="checkbox"/> EIGHT (8) FOOT TABLES () | <input type="checkbox"/> ICE MAKER SERVICEABLE |
| <input type="checkbox"/> CHAIRS () | <input type="checkbox"/> MOPS/BROOMS PUT AWAY |
| <input type="checkbox"/> BIG SCREEN TV SERVICEABLE | <input type="checkbox"/> GARBAGE CANS EMPTY/RELINED |
| <input type="checkbox"/> CABLE TV BOX | <input type="checkbox"/> TRASH REMOVED TO DUMPSTER |
| <input type="checkbox"/> TV REMOTE | <input type="checkbox"/> RESTROOMS SERVICEABLE/ CLEAN |
| <input type="checkbox"/> SOUND SYSTEM (ADDITIONAL \$250 DEPOSIT REQUIRED) | <input type="checkbox"/> PATIO/DECK CLEAN |
| <input type="checkbox"/> FLOORS SWEEP/MOPPED | <input type="checkbox"/> SUMMER AC SET AT END (79) |
| <input type="checkbox"/> COUNTERS/TABLES CLEAN | <input type="checkbox"/> WINTER HEATING SET AT END (65) |
| <input type="checkbox"/> REFRIGERATOR EMPTY/CLEAN | <input type="checkbox"/> LIGHTS OFF |
| <input type="checkbox"/> DISHWASHER EMPTY/CLEAN | <input type="checkbox"/> DOORS LOCKED/KEYS RETURNED |

ALL ABOVE ITEMS MUST BE RETURNED, CLEANED, OR ACCOUNTED FOR IN THE SAME CONDITION RECEIVED DURING THE PRE-EVENT SET-UP. THE COST OF ANY EXTRA CLEANING, DAMAGED OR MISSING ITEMS OR CANCELLATION FEE WILL BE DEDUCTED FROM THE \$500 CLEANING/SECURITY DEPOSIT AS DETERMINED DURING THE AFTER-EVENT CLEAN-UP.

PRE-EVENT SET-UP

DATE: _____

RP(SIGNATURE): _____

POST REP: _____

COMMENTS:

AFTER-EVENT CLEAN-UP

DATE: _____

RP(SIGNATURE): _____

POST REP: _____