



VFW Post 4443

Highland Hills - Oak Hill Post, Austin, Texas



TSCHIRHART HALL CHECKLIST

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

- | | |
|---|---|
| <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 |
| <input type="checkbox"/> CHAIRS () | <input type="checkbox"/> MOPS/BROOMS PUT AWAY |
| <input type="checkbox"/> BIG SCREEN TV | <input type="checkbox"/> GARBAGE CANS LINED |
| <input type="checkbox"/> CABLE/SATILITE TV BOX | <input type="checkbox"/> TRASH REMOVED TO DUMPSTER |
| <input type="checkbox"/> TV REMOTE | <input type="checkbox"/> RESTROOMS CLEAN |
| <input type="checkbox"/> SOUND SYSTEM (ADDITIONAL \$250 DEPOSIT REQUIRED) | <input type="checkbox"/> PATIO/DECK CLEAN |
| <input type="checkbox"/> FLOORS CLEAN | <input type="checkbox"/> SUMMER AC SET AT END (79) |
| <input type="checkbox"/> COUNTERS CLEAN | <input type="checkbox"/> WINTER HEATING SET AT END (65) |
| <input type="checkbox"/> REFRIGERATOR CLEAN | <input type="checkbox"/> LIGHTS OFF |
| | <input type="checkbox"/> DOORS LOCKED/KEYS RETURNED |

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 CLEANING/DAMAGE DEPOSIT.

PRE-EVENT

DATE: _____

RP: _____

POST REP: _____

COMMENTS:

AFTER-EVENT

DATE: _____

RP: _____

POST REP: _____