

SHUFFLEBOARD FACILITY USE CHECKLIST

A pre-use inspection of the Facility will be made with the renter and the City Facility Coordinator at the time the key is picked up. A Facility Use Checklist will be used for this purpose and signed by the renter and the city agent. Any discrepancies between pre-use conditions will be noted on this checklist and the cost of correcting those discrepancies will be deducted from the damage deposit (see Hold Harmless/Indemnification Form #190).

DATE OF RENTAL USE: _____

ORG./GROUP/INDIVIDUAL: _____

Checklist Item:	Pre-Use Condition	After-Use Condition
Floor	_____	_____
Tables	_____	_____
Chairs	_____	_____
Stove/Oven	_____	_____
Refrigerator	_____	_____
Sinks	_____	_____
Rest Room	_____	_____
Shuffleboard Court	_____	_____
Overall	_____	_____
Comments	_____	

Pre-Use Check: _____ Key # Sign Out: _____

 City Facilities Coordinator Signature Date

After-Use Check: _____ Key # Return: _____

 City Facilities Coordinator Signature Date

IMPORTANT:

1. Posters, decoration, etc. shall not be taped, tacked or affixed to walls, ceilings, doors or woodwork.
2. Heavy objects must not be moved across the floors without adequate protection to the floor.
3. There shall be no activities of a nature that would be damaging to the floor beyond normal wear.
4. No alcoholic beverages allowed.
5. Facility and grounds are to be left clean (cleaning supplies are available) :
 - a. All floors must be swept and cleaned with a damp mop.
 - b. If kitchen facility is used, the sink & appliances must be left clean; trash removed.
 - c. Bathrooms must be left clean; trash removed.
 - d. Chairs and tables must be wiped clean if necessary.
 - e. Tables must be stacked top to top / bottom to bottom to prevent damage to the tables.
 - f. Please stack chairs as carefully and neatly as possible.
 - g. Check thermostat setting if necessary.
 - h. Check grounds around facility and remove any trash.
6. Shuffleboard Facility keys must be returned the morning of the next business day after facility use. The keys may be dropped in the City drop box located on Park Street on the south side of City Hall or returned to City Hall during business hours.

Security Deposit Return: Yes _____ No _____ Date: _____
 If No; Reason: _____