

Village of New Berlin

Facility Rental Checklist

Facility (please circle): Chobani Community Center

Rotary Park

Old Firehouse

Organization/Renter: _____

Event Date: _____

Start Time: _____

End Time: _____

Opening Checklist:

- Adjust thermostat to a maximum temperature of 70 degrees.
- Conduct facility walk through for inspection of overall facility condition.
- Room was clean and ready for rental.
- Restrooms and kitchen were clean and in an orderly fashion.
- Check that an appropriate amount of cleaning supplies and bathroom supplies are on hand.
- Any concerns or existing damages were documented.
- Other _____

Village Representative completing opening checklist: _____

Closing Checklist: (Check all that apply; if box is not checked, list reason under comments)

- Entire rental group was out at scheduled time.
- Sinks, stoves, and counters and tables are wiped down and sanitized- do not leave cans or bottles in the strainers .
- Garbage & recyclables are removed from building- garbage should not be left in the kitchen or bathrooms.
- Food & all outside rental equipment are removed from the building.
- Restrooms were left in a sanitized and mopped.
- Kitchen has been mopped (If rental includes the use of the kitchen)
- Floor mats have been cleaned.
- Refrigerator racks and exteriors should be wiped down with a clean cloth.
- Water fountain is cleaned with CLR and a Stainless Steel Cleaner.
- All decorations were removed. No tacks or nails were used to hang decorations.
- Only scotch tape can be used, and should be removed from all surfaces. No other forms of tape are acceptable on any surfaces inside or out.
- Floor has been swept, mopped, or vacuumed if necessary.
- No breakage, graffiti, or damage to premises, furniture, or equipment.
- No excessive cleaning was required by Village staff.
- Both Staff and the renter sign off on the checklist and it is placed in the Clerk/Treasurer's mailbox at the Village office.
- Once all guests have exited the building, make sure all doors are locked and thermostat is turned down to 55 degrees.
- Village official has been alerted to any leaks, clogs, burned out fans, leaking faucets or clogged toilets.
- Comments: _____

Village Rep Signature: _____

Date: _____

Renter Signature: _____

Date: _____

Office Use Only:

Security Deposit Returned-Receipt # _____ Processed By: _____ Date: _____