

# COMMUNITY SERVICES DEPARTMENT

## Arrillaga Family Gymnasium Rental Checklist

600 Alma Street, Menlo Park, CA 94025 (p) 650.330.2220 (f) 650.330.2242



Organization/Renter: \_\_\_\_\_ Event Date: \_\_\_\_\_

Arrillaga Staff Working Rental: \_\_\_\_\_ Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

### **Opening Checklist:**

- Staff was on time.
- Call Supervisor on duty to confirm arrival.
- Conduct facility walk through for inspection of overall facility condition.
- Court/Rental area was clean and ready for rental.
- Restrooms and locker rooms were clean and in an orderly fashion.
- Any concerns or existing damages were reported to the staff person.
- Other \_\_\_\_\_

### **During Event Checklist:**

- Staff is present throughout duration of entire event.
- Staff is available for assistance and to answer any questions.
- The renter took care to see that no damage is done to the facility and that all of the attendants conducted themselves in an orderly manner.
- Police are not summoned for any reason as a result of the guests.
- Other \_\_\_\_\_

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

- Entire rental group was out at scheduled time.
- All outside rental equipment is removed from the building.
- Restrooms were left in a clean and orderly fashion.
- Floor has been swept if necessary.
- No breakage, graffiti, or damage to premises, furniture, or equipment.
- No excessive cleaning was required by city staff.
- Both Staff and the renter sign off on the checklist and it is placed in the Supervisors box.
- Once all guests have exited the building, conduct a final walkthrough to secure the building and set the alarm.
- Call Supervisor on duty to confirm departure.
- Comments: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Renter Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Office Use Only:**

Security Deposit Returned-Receipt # \_\_\_\_\_ Processed By: \_\_\_\_\_ Date: \_\_\_\_\_