

# COMMUNITY SERVICES DEPARTMENT

## Menlo-Atherton Performing Arts Center Rental Checklist

701 Laurel Street, Menlo Park, CA 94025 (p) 650.330.2223 (f) 650.330-2242



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

Employee Working Rental: \_\_\_\_\_ Start Time: \_\_\_\_\_

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

### Opening Checklist:

- Staff was on time.
- Call Supervisor on duty to confirm arrival.
- Turn off alarm upon arrival.
- Conduct facility walk through for inspection of overall facility condition.
- Facility was clean and ready for rental.
- 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 is not summoned for any reason as a result of the guests.
- No furniture was used outside of the building (unless noted on the contract.)
- Only the rented room is being used and the remainder of the building is locked and not accessible to 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.
- Garbage & recyclables are removed from building and placed in the proper containers outside.
- Food & all outside rental equipment are removed from the building.
- Restrooms were left in a clean and orderly fashion.
- 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 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: \_\_\_\_\_