**FACILITY RENTAL - INSPECTION CHECKLIST**

**[parks.bellevuewa.gov/rentals/](https://parks.bellevuewa.gov/rentals/)**



Renter Contact:       Date:

Facility:

City Equipment Used:

Complete a walk-through BEFORE and AFTER the event with Facility Staff.

##### Indicate with a checkmark that you completed the required service or indicate that the area does not apply by marking “N/A” in each of the following areas:

##### BEFORE AFTER

|  |  |  |
| --- | --- | --- |
| * Garbage, debris, and recyclables are picked up from inside and outside the facility, sealed in plastic bags, and deposited in dumpsters, including cigarette butts. |  |  |
| * Furnishings are returned to their original location including chairs, tables, trash cans, etc. |  |  |
| * Tables and chairs are clean and properly stored. |  |  |
| * Kitchen countertops and sinks are wiped down and clean. |  |  |
| * Microwave/Refrigerator/Oven empty and cleaned of all food spills |  |  |
| * Floors are clean (vacuumed and/or swept and mopped with clean hot water) and janitorial equipment is returned to original location. |  |  |
| * Decorations are removed (including tape used to secure them) |  |  |
| * Personal belongings are removed from the facility |  |  |
| * Equipment is clean, in working order and properly stored (where applicable) |  |  |
| * Doors are locked and secured. |  |  |

Comments regarding the condition of the facility or equipment before and/or after the rental:

After an inspection of the facility, any damages to facility and/or equipment will be assessed based upon repair or replacement costs. If the facility is not properly cleaned, any cleaning done by Facility Staff will be charged at a rate of $100/hour. If credit card number is on file, we reserve the right to charge any extra costs due to damage, cleaning or going over reservation time to the card without additional permission from renter. Renter will be notified by email of any charges to credit card. An invoice will be submitted to collect remaining charges.

**I have completed a walk through of the facility and performed the tasks stated above. Everything has been left in good order, as it was found, except as noted above. By our signatures below, we acknowledge the cleanliness and condition of the facility and equipment after the rental group activity.**

Renter **Sign-In** Signature: Time-In:

Renter **Sign-Out** Signature: Time-Out:

Facility Staff Signature: Time-In: Time-Out: