

CITY OF TALENT

110 E. MAIN STREET PO BOX 445. TALENT, OR 97501

Main (541)535-1566 FAX (541)535-7423 Email: talent@cityoftalent.org

Name of Renter: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Date of Use: \_\_\_\_\_ to \_\_\_\_\_ Event Time: \_\_\_\_\_ to \_\_\_\_\_

COMMUNITY CENTER INSPECTION CHECK LIST

Clean-up must be completed prior to the end time stated in the rental agreement.

It is the City’s intent that all users have a pleasurable event. When your event is over, please use this checklist to ensure that all items listed are in the same condition as found.

Cleaning deposits will only be refunded after the City has inspected and approved the used areas and are in the same condition as prior to rental.

IF BUILDING IS LEFT UNSECURED, THERE WILL BE NO REFUND!

\_\_\_\_\_ Tables and chairs, wipe off and put back into storage closets.

\_\_\_\_\_ All outside table & chairs put back as originally set-up.

\_\_\_\_\_ Floor - Sweep and mop with the cleaner and water in janitor’s closet.

\_\_\_\_\_ Restrooms – clean all 3.

\_\_\_\_\_ Kitchen – clean all.

\_\_\_\_\_ Oven, stovetop burners and griddle– Make sure they are turned OFF.

\_\_\_\_\_ Food – Remove all from refrigerator.

\_\_\_\_\_ Trash - Empty and place in the locked dumpster.

\_\_\_\_\_ Recyclables – Please put into correct containers in the lock dumpster area.

\_\_\_\_\_ Lights - Please make sure they are all turned OFF. Use light control, not switches.

\_\_\_\_\_ Doors – Please make sure that they are all closed.

Passed inspection \_\_\_\_\_ Yes \_\_\_\_\_ No

Specific reason(s) for not passing inspection with additional notes as to why:

\_\_\_\_\_  
\_\_\_\_\_

<u>City Inspection</u>	
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Access Card & Trash Key- MUST be returned to City Hall immediately. If after hours, place Access Card & Trash Key in white utility drop box located in front of City Hall.

City Only – P.T., T.P. and Soap need to be restocked, if yes circle which one:  Yes or  No

Inspection completed by \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

In compliance with the Americans with Disabilities Act, if you need special assistance, please contact TTY phone number 1-800-735-2900 for English and for Spanish please contact TTY phone number 1-800-735-3896.