

CITY OF TALENT

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

Main (541)535-1566 FAX (541)535-7423 Email: finance@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 rooms condition. Please return everything the way you found it.**

**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.**

**City Use Below:**  
**City Inspection**

  
  
  
  
  
  
  
  
  
  


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

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

**Access key- MUST be returned to City Hall immediately. If after hours, place Access Key in white utility drop box located in front of City Hall.**

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.