

SEQUOIA CONFERENCE CENTER

Facility Pre-Use/After-Use Inspection Form

Date(s) of Event: _____

Time of Event: _____

Conference Room(s) Used: _____

RENTER: _____

Conference Center Manager or Designee: _____

Date of Pre-Inspection:	YES	NO	Date of Inspection after use:	YES	NO
Floors are clean/no debris			Floors are clean/no debris		
Walls are clean & free from damage			Walls are clean & free from damage		
Carpet is free from damage			Carpet is free from damage		
Floor electrical outlet covers are secure			Floor electrical outlet covers are secure		
Countertops are clean			Countertops are clean		
Electronic equipment is free from damage and operational			Electronic equipment is free from damage and operational		
Chairs are clean and have no damage			Chairs are clean and have no damage		
Tables are clean and have no damage			Tables are clean and have no damage		
Room is currently set up according to the Rental Agreement			Room is returned to the original set up.		
Kitchen equipment, appliances, tools and inventory are in order and requirements for cleaning and inventory control have been reviewed.			Kitchen equipment, appliances, tools and inventory are in order and requirements for cleaning and inventory control have been met with no loss.		
Garbage cans are empty and ready for use.			Garbage is removed from building and placed in dumpsters outside.		
Comments:					

RENTER agrees both as an organization and as signatory individual to be jointly and personally responsible for all damages to the Sequoia Conference Center that may arise during or by the permitted activity. This Facility Pre-Use/After-Use Inspection Form will be completed by the Conference Center Manager or designee in conjunction with the RENTER. Additional charges will apply to loss and/or damage to Center facilities and/or equipment.

Pre-Use Inspection Signatures

After-Use Inspection Signatures

Conference Center Staff Date

Conference Center Staff Date

Renter Date

Renter Date

3/9/16