

CHECKLIST FOR RENTAL OF LIONS CLUB
COMMUNITY BUILDING

1. TILE (MAIN ROOM) _____
 2. TILE (FOYER) _____
 3. KITCHEN _____
 4. RESTROOMS _____
 5. DOOR OPERATION _____
 6. TABLES & CHAIRS PUT AWAY _____
 7. INTERIOR CLEAN _____
 8. EXTERIOR CLEAN _____
 9. DOORS LOCKED _____
 10. A/C OR HEAT TURNED OFF _____
 11. LIGHTS TURNED OFF _____
 12. CLEAN MICROWAVE, REFRIDGERATOR _____
 13. TRASH DEPOSITED IN DUMPSTER _____
 14. CHECK FIRE EXTUINGSHER _____
 15. WALLS & CELING _____
- RENTER TO SIGN BEFORE RENTING _____
- MANAGER TO SIGN WHEN CHECKING AFTER RENTAL _____