

# RIECHMANN PAVILION

## Renter Check In/Out Form

**Reservation Name / Date:** \_\_\_\_\_ **Type of Event:** \_\_\_\_\_

**Name of Rental Party:** \_\_\_\_\_

**Use of Kitchen:**    YES \_\_\_\_\_ NO \_\_\_\_\_

**Check-In Time / Date:** \_\_\_\_\_ **Check-Out Time / Date:** \_\_\_\_\_

OUT		COMMENTS
No trash on grounds around building or parking lots		
Tables and chairs wiped off, stacked and put in storage		
All personal items removed		
No holes, tape, or marks on walls/floor/ceiling		
Restrooms checked-No trash in receptacles		
All kitchen appliances and counters cleaned out & wiped down		
Kitchen floor swept & mopped		
All trash bagged, tied and placed in outside dumpster. Recycling placed in outside recycle bin.		
All floors swept and spills need to be mopped up. All Floors secured, locked, and alarm set.		
All external doors locked and security code set. Key returned**		

**\*\* If external doors are not locked and/or security code is not set, a fee of \$25 will be retained from your damage/key deposit.**

**\*\*If key is not returned to the downtown Parks & Recreation Office by the end of the next business day following the event, a fee of \$50 will be retained from your damage/key deposit.**

Guidelines for cleaning and checkout are posted in the building. Following rental, should the condition of the building fail to meet these guidelines, a minimum fee of \$50 for cleaning will be assessed. Higher fees may be assessed for significant failure to meet the guidelines and/or damage done to the property, building, or contents of the building. If your group damages the facility, please inform Columbia Parks and Recreation Administration at checkout so repairs can be made as quickly as possible. Lessor is responsible for all damages.

I have walked through the building prior to leaving and have cleaned and left the facility in the condition stated above. I understand I will be financially responsible for clean-up costs in the event it has not been cleaned appropriately or for any damages to the property.

\_\_\_\_\_  
Signature Responsible Party

\_\_\_\_\_  
Date

**Please complete this form and return it and the facility keys to the Parks & Recreation Office, located at 7<sup>th</sup> & Broadway. Please call 874-7460 during normal business hours if you have any questions.**