



ROOM/BUILDING RENTAL CHECK LIST

Renter(s): _____

Cell Phone: _____

Email Address: _____

Event Date(s): _____

- ___ **Show Property**
- ___ **Request Form Complete**
- ___ **Rental Agreement Signed**
- ___ **Conditions of Building Use Signed**
- ___ **Alcohol & Drug Policy Signed**
- ___ **Paid Deposit ___ Return or ___ Shred**
- ___ **Booked on Calendar**
- ___ **Walk-through _____**
- ___ **Key Possession _____**
- ___ **Final Walk-through _____**
- ___ **Key Collection**

Notes:
