

# PARK HALL RENTAL AGREEMENT WALK-THROUGHS

P.O. Box 1027, Ben Lomond, CA 95005; parkhall.benlomond.org

## Checklist

	pre	post	
<b>GENERAL</b>	<input type="checkbox"/>	<input type="checkbox"/>	All lights turned out
<b>(check all)</b>	<input type="checkbox"/>	<input type="checkbox"/>	All exterior doors locked
	<input type="checkbox"/>	<input type="checkbox"/>	Keys returned to lock box
	<input type="checkbox"/>	<input type="checkbox"/>	No staples, tacks, nails, tape, etc. on floors and walls
	<input type="checkbox"/>	<input type="checkbox"/>	No painting or construction on hall main floor
<b>MAIN FLOOR</b>	<input type="checkbox"/>	<input type="checkbox"/>	Swept and spot cleaned with special wood floor solution
<b>(check all)</b>	<input type="checkbox"/>	<input type="checkbox"/>	All tables and chairs stored in hall closet
	<input type="checkbox"/>	<input type="checkbox"/>	Empty garbage cans placed back in hall with new liners
<b>BATHROOMS</b>	<input type="checkbox"/>	<input type="checkbox"/>	Sinks, counters cleaned
<b>(check all)</b>	<input type="checkbox"/>	<input type="checkbox"/>	Floors swept and mopped
	<input type="checkbox"/>	<input type="checkbox"/>	Toilets cleaned
	<input type="checkbox"/>	<input type="checkbox"/>	Toilet paper and paper towels restocked
<b>ALLEY</b>	<input type="checkbox"/>	<input type="checkbox"/>	Free of garbage, lumber, props, other construction debris
<b>(check all or N/A)</b>	<input type="checkbox"/>	<input type="checkbox"/>	Power hosed (if needed due to spills)
<b>STAGE</b>	<input type="checkbox"/>	<input type="checkbox"/>	All construction removed and stage restored to original condition
<b>(check or N/A)</b>	<input type="checkbox"/>	<input type="checkbox"/>	Stage floor swept (theater groups will paint black unless reason noted below)
	<input type="checkbox"/>	<input type="checkbox"/>	One side of each Pariactoi painted black and moved against back wall
	<input type="checkbox"/>	<input type="checkbox"/>	Stage right and stage left side wall panels painted black
	<input type="checkbox"/>	<input type="checkbox"/>	Underfloor is secured
<b>BACKSTAGE</b>	<input type="checkbox"/>	<input type="checkbox"/>	Walls free of writing/ graffiti (theater groups responsible for re-painting if needed)
<b>(check or N/A)</b>	<input type="checkbox"/>	<input type="checkbox"/>	Mirrors and counters clean
	<input type="checkbox"/>	<input type="checkbox"/>	Sink clean (all painting materials must be cleaned here, NOT IN BATHROOM SINKS)
	<input type="checkbox"/>	<input type="checkbox"/>	Set pieces and props removed
	<input type="checkbox"/>	<input type="checkbox"/>	Trap door to attic room closed and locked; attic stair put away
	<input type="checkbox"/>	<input type="checkbox"/>	Floors vacuumed
<b>LIGHTING BOOTH</b>	<input type="checkbox"/>	<input type="checkbox"/>	Cleaned and vacuumed
<b>(check or N/A)</b>	<input type="checkbox"/>	<input type="checkbox"/>	Wood shutters put in place in front of spot lights
	<input type="checkbox"/>	<input type="checkbox"/>	Sliding glass window in front of light board closed
<b>TICKET BOOTH/ FOYER</b>	<input type="checkbox"/>	<input type="checkbox"/>	Thoroughly cleaned and swept
<b>(check or N/A)</b>	<input type="checkbox"/>	<input type="checkbox"/>	Photo cases removed of show information and photos
<b>MARQUEE</b>	<input type="checkbox"/>	<input type="checkbox"/>	Show information taken down
<b>(check or N/A)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Cleaning supplies and equipment are located in closets by ticket booth and in men's bathroom</b>			
<b>NOTES/ EXCEPTIONS TO ABOVE (use back of this page if needed):</b>			

Pre-event: Renter's signature \_\_\_\_\_ Date/Mgr's initials \_\_\_\_\_ / \_\_\_\_\_  
 Post-event: Renter's signature \_\_\_\_\_ Date/Mgr's initials \_\_\_\_\_ / \_\_\_\_\_