

# COMPLIANCE/ DAMAGE DEPOSIT CHECKLIST

Please review the following information carefully. The return of your refundable compliance/ damage deposit depends on your cooperation and compliance of the conditions of use listed in our rental policies and outlined below.

The purpose of this form is to assure that the renter understands that they must leave the facility in the same condition as it was received and also begin and end the event at the approved times. We encourage all renters to recycle boxes, paper, cans, glass & plastic containers and deposit them in the proper recycling cans at your event. Renters are responsible for the light cleaning of the facility, which includes the placement of all trash in the provided trash receptacles, the clearing of all tables and surfaces of debris and removal of all outside equipment, supplies and decorations. Failure to abide by these policies will result in the forfeit of all or a portion of your compliance/ damage deposit. Renters will automatically forfeit their compliance/ damage deposit if the facility is not vacated by the approved rental time.

Renter(s) Name: \_\_\_\_\_ Facility/Room(s): \_\_\_\_\_

Date: \_\_\_\_\_ Rental Hours: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

## CLEANING CHECK LIST

(To be completed at beginning and end of event by city maintenance staff)

ROOM(S)	KITCHEN	OUTSIDE AREAS
BEFORE/AFTER	BEFORE/AFTER	BEFORE/AFTER
____ / ____ Trash in Trash Cans	____ / ____ Trash in Trash Cans	____ / ____ Terraces/Patio
____ / ____ Tables and Surfaces Clear	____ / ____ Food Items Removed	____ / ____ Around Building
____ / ____ Outside Equipment Removed	____ / ____ Outside Supplies Removed	____ / ____ Parking Lot
____ / ____ Décor and Supplies Removed	____ / ____ Free from Spills/Debris	____ / ____ Free from Damage
____ / ____ Free from Damage	____ / ____ Free from Damage	

## CONDITIONS OF USE CHECK LIST

(To be completed at end of event by city maintenance staff)

- Renter adhered to the rental time hours and did not enter facility earlier or vacate later than approved times.
- Renter adhered to the noise regulations and kept music contained indoors, windows closed (with the exception of the Ole Hanson Beach Club) and maintained music at a sufficiently low noise level, so not to disturb others.
- Renter adhered to the alcohol serving requirements.
- Renter adhered to the use of protective pads on the bottom of equipment brought into the facility.
- Renter adhered to the restriction of no heavy items, such as plants placed on ledges of the buildings.
- Renter adhered to the California Anti-Smoking Law, restricting smoking in facilities or within 20 feet of the facility.

