

YACHT CLUB RENTALS - OPENING/CLOSING CHECKLIST

Date/Day/Scheduled Time: _____ Actual time arrived to set-up: _____

Rental Party Name: _____ Phone: _____

Staff on Duty: _____ Time Rental Party Left the Building: _____

All rentals must be cleaned up and vacated BEFORE the end of the contracted time (10pm weekdays and 11pm weekends) or the rental party will be subject to forfeit their \$100 facility cleaning/damage deposit. We suggest rental groups to start cleaning up 30 minutes prior to end of paid rental time.

Building Condition	Before Use Yes / No	After Use Yes / No
1. Chairs/tables in proper location. Rental Party set-up and took down.	/	/
2. Tables/chairs in good condition.	/	/
3. Equipment in good condition. Microwave, stove, etc.	/	/
4. Building (floor, walls, indoor washrooms) in good condition.	/	/
5. All trash removed and placed in outside dumpster. Trash liners replaced.	/	/
6. Facility (building and deck) floors sweep/mopped/debris picked up.	/	/
7. Party was appropriately supervised. Rental party remained on premises.	/	/
8. Kitchen was cleaned appropriately and returned to original condition prior to rental.	/	/
9. Extinguish Fire pit with buckets of water.	/	/
10. Fireplace: Fire Out Completely. Vent Closed.	/	/
STAFF:		
1. Windows: Shut and Lock.	n/a	/
2. Lights: Turn Off. Check All Rooms/Closets.	n/a	/
3. Fans: Turn Off Ceiling/Bathroom.	n/a	/
4. Doors: Lock/Bolt All.	n/a	/
Boating Attendant Initials		
Renter's Initials		

Boating Attendant/Supervisor's Comments:
