

CRESCENDO

AMENITY ROOM BOOKING

This checklist is to be completed by the renter and the Building Manager before and after a rental of the Amenity Room. A Cash deposit of \$200.00 is to be paid to the Building Manager at the time of reservation. The deposit will be returned if the Post Rental Checklist shows the Amenity Room to be clean and damage free.

Date of Use: _____ Hours of Use: _____

Renter's Name _____ Suite # _____

Phone Number _____ \$200.00 Cash damage deposit paid _____

Reason for use _____

Pre-Rental Checklist

Post-Rental Checklist

- _____ microwave clean
- _____ dishwasher clean
- _____ fridge clean/empty
- _____ cupboards clean/empty
- _____ drawers clean/empty
- _____ floor clean
- _____ sink clean
- _____ walls clean
- _____ carpet clean
- _____ 52 chairs/7 tables/6 plants
- _____ pool table condition
- _____ bathroom clean
- _____ blinds condition
- _____ TV & Remote

- _____ microwave clean
- _____ dishwasher clean
- _____ fridge clean/empty
- _____ cupboards clean/empty
- _____ drawers clean/empty
- _____ floor clean
- _____ sink clean
- _____ walls clean
- _____ carpet clean
- _____ 52 chairs/7 tables/6 plants
- _____ pool table condition
- _____ bathroom clean
- _____ blinds condition
- _____ TV & Remote

Comments: _____

Renter's Signature _____

Renter's Signature _____

Bldg. Mgr. Signature _____

Bldg. Mgr. Signature _____

(Deposit taken) _____

(Deposit returned) _____