



FACILITY RENTAL INSPECTION CHECKLIST

Applicant: _____

Date of Rental: _____

Rental Time: _____

Facility Rented: _____

Event Title: _____

***Time of check-in** _____

Yes	No	N/A	Is the facility set-up & prepared for event?
Yes	No	N/A	Are all tables and chairs clean?
Yes	No	N/A	Is the facility clean & litter free?
Yes	No	N/A	Are trash cans available and clean?
Clean	Dirty	N/A	Microwave Oven
Clean	Dirty	N/A	Ice Machine

I understand that any misrepresentation as to the nature of the event, the number of attendees expected, contact or payment information or any other falsification of application documents will result in the immediate cancellation of the event and forfeiture of fees paid and may also result in denial of future permit requests and/or legal action.

In the event a rental runs past the scheduled time, the \$200.00 security deposit be retained by the City of Pompano Beach.

Applicant signature

Cultural Staff signature

***Time of check-out:** _____

Yes	No	N/A	Are the tables & chairs clean?
Yes	No	N/A	Is the facility clean and litter free?
Yes	No	N/A	Was the staff available during event for assistance and to answer questions?
Yes	No	N/A	Were police called for any reason relative to the event?
Yes	No	N/A	Was the facility guidelines adhered to?
Yes	No	N/A	Was the facility rental times adhered to?
Yes	No	N/A	Was all the food, outside equipment, and decorations removed?
Yes	No	N/A	Was the facility, furniture and/or equipment defaced or damaged? If yes, please explain below.
Yes	No	N/A	Are all City property relative to the facility rental accounted for?

Comments:

Applicant signature

Cultural Staff signature