CITY OF ELLSWORTH

COMMUNITY CENTER RENTAL WALK-THRU LIST

Appointment Date: Time

Event Date



Name of Responsible Party

Note if any damage is found prior to event held that Renter will not be held responsible for:

All renters will be billed and/or charged for any additional costs associated with unreasonable wear or breakage to owners’ property and/or custodial costs required due to leaving the facility in an unclean or damaged condition.

 Do not prop handicap doors open as this may cause damage to the motor.

"Painters Tape" may be used. No other forms of attachments may be made to the walls, ceiling, floor or any other surface. This means: NO DUCT TAPE, NO SCOTCH TAPE, NO NAILS, NO TACKS, NO STAPLES, NO OTHER FORM OF ATTACHMENT.

 In Addition, No Glitter, no painting, No OPEN FLAMES (candles must be in metal or glass containers), NO WAX SAND OR SALT ON THE FLOOR FOR DANCING

I understand that with my signature, I am responsible for the above items and for completion for all items on the attached check-out list. Failure to comply may result in forfeiture of my deposit.



Signature Date