

CITY OF ELLSWORTH
COMMUNITY CENTER RENTAL WALK-THRU LIST

Appointment Date: _____ Time _____

Event Date _____ Event _____

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 owner's 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