

CITY OF ELLSWORTH  
SHELTER HOUSE 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:

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- All renters will be billed and/or charged for any additional costs associated with unreasonable wear or breakage to owners' (City of Ellsworth) property and/or custodial costs required due to leaving the facility in an unclean or damaged condition.
  
- "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 the forfeiture of my deposit.

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Signature

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Date