Facility Checklist

As per Item 4 in the Student Unions Rental Agreement, “all properties are to be accounted for and left in the condition they were received.” This sheet serves as a checklist for the Unions and Event Sponsor to verify the condition of the facility prior to the sponsor’s event.

Walls

Ceilings

Floor

Tables

Chairs

Windows

Fixtures

Policy Review/Other

The undersigned agree that the condition of the facility is as stated above. Any charges to the condition of the facility that require clean up or repair will be the financial responsibility of the event sponsors.

Event Sponsor ___________________________ Date ______________

Organization Name ________________________

Union Representative ______________________ Date ______________

The Union Representative will be available at the conclusion of the event, to review the condition of the facility with the sponsor so that if any cleaning (in addition to what is covered by the basic clean-up charge) or repair is required the sponsor will be informed.

Union Rep. Initials _______________ Event Sponsor’s Initials _______________