



GAINES CHARTER TOWNSHIP

COMMUNITY ROOM PRE-RENTAL WALK-THROUGH LIST

Appointment Date: _____ Time: _____

Event Date: _____ Event: _____

Name of Responsible Person: _____

Check items to be used:

- | | |
|------------------------------------|------------------------------------|
| ☐ Sound System | ☐ Oven |
| ☐ Video Screen | ☐ Refrigerator |
| ☐ Stovetop | ☐ Microwave |

All renters will forfeit their security deposit and be billed and/or charged for any additional costs associated with unreasonable wear or breakage to the owner's property and/or custodial costs required to leaving the facility in an unclean or damaged condition.

Restrictions:

- All food and drinks are to be consumed in the community room or kitchen.
- No form of attachment may be made to the walls, ceiling, floors, or any other surface. This means:
 - No duct tape
 - No scotch tape
 - No nails
 - No staples
 - No tacks (on surfaces other than the bulletin boards)
 - No form of putty
- In addition:
 - No glitter
 - No open flames
 - No confetti
 - No wax/sand/salt on floor
- Note: Bulletin boards may be used, pushpins provided.

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

Signature: _____ Date: _____