



NORRIDGE PARK DISTRICT
PARTY ROOM RENTAL CHECKLIST

To be filled out by Norridge Park District Security Staff at end of event.

- _____ All decorations (*i.e. balloons, streamers, party favors, etc...*) have been removed
- _____ All painter's tape (*the only allowable adhesive*) is removed from surfaces
- _____ All windows have been shut and locked
- _____ Trash has been placed in appropriate receptacle(s)
- _____ Boxes have been broken down and placed next to the garbage receptacle(s) for disposal
- _____ All dirty dishes, food, bottles, etc... have been removed from room and kitchen areas
- _____ Kitchen counters, stove, microwave (*inside and out*) and tables have been wiped down
- _____ Dish soap and cleaner should be in the cabinet under the sink
- _____ The coffee pot has been cleaned thoroughly (*if used*)
- _____ Laminated coffee-making instruction sheet is hanging next to phone
- _____ All contents in refrigerator and freezer have been removed (*baking soda to remain*)
- _____ Interior of stove is clean and empty – *stove is turned off*
- _____ Sink is clog-free (*no food residue, grease, etc...*)
- _____ Check for damage done to laminate countertops, cabinetry, floor, tables, etc...

Date

Time Checklist Completed

Renter Name (**PRINT**)

Signature of Renter

Norridge Park District Security Staff Signature

Attn: Security Staff

For any items not checked or for any violation of the rental agreement, please write up a detailed explanation below.

