

END OF EVENT CHECKLIST FOR ALUMNI HOUSE

When an event is completed at the Alumni House, a member of the renting party will complete this form and return to the Office of Alumni Relations when the Alumni House key is returned.

The following should be completed:

_____ Furniture is in its original location.

_____ All leftover food/beverage has been removed from the refrigerator.

_____ All trash/garbage has been removed from the premises.

_____ The carpet has been vacuumed in the rooms used (the vacuum is located in the storage room off of the first floor restroom).

_____ The kitchen floor has been swept (the broom and dust pan is located in the storage room off of the first floor restroom).

_____ All lights are turned off.

_____ Doors are locked.

Please list any problems that were encountered by the renting individual or organization:

Please list any damage that occurred that the renting individual or organization is responsible for. (A more thorough inspection will be made by alumni association or alumni relations staff after the event.)

Renting Individual/Representative of Renting Organization:

(Signature)

(Date) (Time)