



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