**CARLISLE COMMUNITY LEAGUE**

**Hall Address: 14240 - 117 ST NW, EDMONTON ALBERTA T5X 4N6**

**Hall Phone: (780) 457-1090**

**HALL RENTAL IN & OUT INSPECTION CHECKLIST \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHECK IN**

* Hall is clean and tidy, and in reasonable repair.
* Kitchen and bar area is clean; kitchen dishes, cutlery and other implements are stored in their designated places.
* Coffee maker is clean and ready for use.
* Tables and chairs are stacked as directed and stored in designated area.
* Walls are clear of materials from previous rentals. Marks, pinholes and other damage noted:

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* Garbage bins are emptied and clean.
* Furnishings are clean and in reasonable repair.
* Parking area is free of debris.
* Garbage area is clean and free of debris.

I hereby agree with the above-noted report regarding the condition of Carlisle Community League Hall on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Hall Rental Director (Print Name) Renter (Print Name)

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Hall Rental Director (Signature) Renter (Signature)

**CHECK OUT**

* Hall is clean and tidy, and in reasonable repair.
* Kitchen and bar area is clean; kitchen dishes, cutlery and other implements are stored in their designated places.
* Coffee maker is clean and ready for use.
* Tables and chairs are stacked as directed and stored in designated area.
* Walls are clear of materials from rental. Marks, pinholes and other damage noted:

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* Garbage bins are emptied and clean.
* Furnishings are clean and in reasonable repair.
* Parking area is free of debris.
* Garbage area is clean and free of debris.

I hereby agree with the above-noted report regarding the condition of Carlisle Community League Hall on (date)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Hall Rental Director (Print Name) Renter (Print Name)

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Hall Rental Director (Signature) Renter (Signature)