



City of Fairburn Parks & Recreation Department
Rental Check List

Location: _____ Date: _____

It is the responsibility of the renter to return the rented space to its original condition. The following checklist is used to evaluate the return of the renter's deposit. If you encounter problems during your event outside operation hours, please email the Parks and Recreation Director at cpayne@fairburn.com. Please complete the check list at the conclusion of the event.

- Removed trash from all used areas. Dumpsters are located on the premises
Table and Chairs stacked neatly in the designated area
No vandalism to the facility, tables, chairs, other equipment at or near the rented area
Decorations and banners are removed
Area is free of debris (including beverage cans & other trash)
All rental policies and procedures followed during the rental period

Failure to comply with rental policies and checklist will result in the loss of the renter's damage deposit. If the renter damages, vandalizes, or destroys any property of the Pavilion, this will also be charged to the renter.

Restrooms Clean: (circle one): YES or NO

Arrival time: _____ Departure time: _____

Print Name: _____ Signature: _____