

# Morinville Community Library Birthday Party Contract: Part B

## Program Room Cleanliness Checklist:

- ◇ Is all the garbage and recycling in the receptacles?
- ◇ Are all the decorations taken down and stored or thrown away?
- ◇ Are the tables clean and clear of clutter?
- ◇ Is the counter cleared off and wiped down?
- ◇ Are the chairs clean?
- ◇ Is the floor reasonable clear of waste?

## Program Room Damage Checklist:

- ◇ Are any tables or chairs broken?
- ◇ Is there any obvious damage to the floor?
- ◇ Are there any rips or holes in the walls?
- ◇ Is any of the equipment damaged?
- ◇ Are the doors and counters/drawers damaged?
- ◇ Is the fridge damaged?

Comments:

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Inspection Staff Signature

Date

Lessee Signature

Date

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