

Date of Event: _____ Time: _____

Renter: _____

Address: _____ Fort Wright, KY _____

SOUTH HILLS CIVIC CLUB

Hall Inspection Report

DATE: _____

INSPECTOR: _____

	PRIOR TO USE	AFTER USE	FEE TO RESTORE \$25 PER HOUR (1 Hour Minimum)
Restrooms Have Paper, Soap, Toilets Flushed			
Restrooms Cleaned and Damp-Mopped			
Trash Bagged and Removed to Outside Containers			
Tables and Chairs Returned to Original Location			
Kitchen Appliances, Counters, Sinks Cleaned			
All Floors Damp-Mopped			
Lights Off, Doors and Windows Locked			
Heat Set to 65 Degrees/Air Conditioning Off			
Exterior Area Cleaned of Cigarette Butts, Cans, Bottles, Paper, Etc.			
All Other Areas Returned to Pre-Use Condition			
Date Key Returned: _____ (Lost Keys Require \$250.00 Fee to Change Locks and Keys)			

Refund Security Deposit? ☐ YES ☐ NO

SHCC Security Deposit, 705.500.5266

Missing/Damaged Items/Other: _____

IN CASE OF CLEANING ISSUES OR DAMAGE:

Agreed Date and Time Facility

to be Returned to Pre-Use Condition: _____

Reinspection Approved? Yes _____ No _____ Inspector: _____

Deposit Returned: ____/____/____ Amount: \$_____ Check #: _____