



- floor cleaning 
- trash cans 6x 
- 7 rows of 5 in QUAD:  w/arms
- 10 metal tables w/ 4 chairs each:  w/o arms
- 4x metal benches: 
- 6x wooden top tables: 
- 12x crowd control stantions: 
- 1 print media display case: 

GALLERY/QUAD

CC _____ Lessee _____

Floor cleaned adequately. NOTE _____

Trash removed. NOTE _____

Furniture returned to original positions. NOTE _____

Tables cleaned. NOTE _____

All items brought by lessee removed. NOTE _____

Any damage _____

Any extra cleaning required by CC staff _____

CIRCLE 2

CC _____ Lessee _____

Floor cleaned adequately. NOTE _____

Trash removed. NOTE _____

All items brought by lessee removed. NOTE _____

Any damage _____

Any extra cleaning required by CC staff _____

Circle Cinema _____ Lessee _____

FACILITY RENTAL CHECK LIST

EVENT: _____

DATE: _____

TIME: _____

LESSEE: _____

FACILITY AREAS: _____

EVENT CHECK IN:

TIME _____ WHO _____ BY _____ CC STAFF

FOR LESSEE

EVENT CHECK OUT:

TIME _____ WHO _____ BY _____ CC STAFF

FOR LESSEE