

Hosana House Event Center – Post Event Rental Inspection Form

Renter Name: <hr/>	Renter Initials	Estimated Charge <i>if not completed</i>	Coordinator
Return all items, including tables and chairs to their original location. <i>*A photo of the set-up is on the bulletin board.*</i>		\$25.00	
Collect and bag all trash and dispose of in the green dumpster. <i>The dumpster is located across from the driveway, outside the south entrance.</i> <ul style="list-style-type: none"> • 2 large trash cans • 1 kitchen trash can • 1 bathroom trash can 		\$25.00 per container (Up to \$100.00)	
Sweep/Mop all floors (including sun room). <i>Clean up any spills or crumbs.</i>		\$25.00	
Vacuum rugs and empty vacuum.		\$25.00	
Remove ALL decorations: tape, balloons, signs, etc. <i>Use painter's tape on wall to prevent damage.</i>		\$25.00	
Refrigerator & freezer emptied and wiped clean.		\$25.00	
** Communicate spills in OVEN to coordinator. **		\$25.00	
Adjust thermostat to the posted temperature.		\$25.00	
Turn off all interior lights. <i>Leave on exterior lights.</i>		\$25.00	
Lock all doors.		\$25.00	
Text the Event Coordinator upon leaving the House: Kaite McCoy - 614-557-6374		Deposits may be held ENTIRELY for not complying with any item in your rental contract!	
Review the policies in your contract:			
Do not use glitter or confetti			
Non-adherence to non-smoking policy.			
Tampering with cameras.			
Tampering with climate devices.			
Remaining on premises past allotted time.			

Signature: _____

Date of Rental: _____