

CHECK-OUT INSPECTION AND TO-DO LIST*
INNIS ARDEN CLUBHOUSE RENTAL

TASK	QUESTION	YES	NO	CLIENT (Initials)	MANAGER (Comments)
WALLS:	Decorations Removed?				
	Nails/mounting materials used?				
FLOORS:	Swept?				
	Entry Swept?				
KITCHEN:	Garbage removed?				
	Refrigerator food removed?				
	Sinks & Countertop Clean?				
BATHROOMS:	Toilets/Urinal Flushed?				
	Trash removed?				
	Floors swept?				
OTHER:	Tables & Chairs put away/Closet organized?				
	Garbage removed?				
	Bar area clean?				

**Form must be completed by renter or sponsor at the conclusion of the event and placed on the counter with key.*

Comments/Compliments/Feedback from client:

Thank you for renting the Innis Arden Clubhouse for your special event.