

**POST-EVENT INSPECTION CHECKLIST**

This checklist is required upon termination of any event or reservation, prior to departure. Any concerns should be submitted in writing to management no later than 72 hours after the event, but in all cases this list must be signed to acknowledge the inspection. Date of Event: \_\_\_\_\_ Time Duration: \_\_\_\_\_

Evaluate each item by circling to indicate the task as acceptable or unacceptable (as applicable) for the facility.

<b>Acceptable</b>	<b>Assessment</b>	<b>Description</b>
Yes / No	\$ _____	Excess debris picked up from floors/area used by the guests.
Yes / No	\$ _____	All trash bagged. All decorations, food, cups, and trash must be placed in garbage bags and set outside of the hall.
Yes / No	\$ _____	Check for any stains, spills, or excessive debris (ie. Glitter, crumbs etc.).
Yes / No	\$ _____	Wiped out any spills in the refrigerator, microwave, warmers, cabinets, floor, etc.
Yes / No	\$ _____	Removed all food & personal belongings from refrigerator and/or cabinets and drawers. All food items removed from the kitchen area at the end of the event.
Yes / No	\$ _____	Restrooms, parking lots, and areas accessed by the guests intact and free of debris.
Yes / No	\$ _____	Ensure that all furniture is clean and without damage.
Yes / No	\$ _____	Ensure all walls are in good condition (scuff marks, dents, chipped paint etc.).
Yes / No	\$ _____	Removed all balloons and decorations. All balloons must be popped and placed in garbage bags. Nothing may be attached to the fans, including balloons and streamers. Nothing, including decorations may be tacked or taped to the walls or floor.
Yes / No	\$ _____	No candles, fireworks, or flammable decorations were used.
Yes / No	\$ _____	Did the event end on time as specified in the rental agreement? Time specified in rental agreement: _____. Time vacated from property: _____. All individuals, food, and equipment must be out of the hall by the end time of the contract (\$50 per 10 minutes rounded to the nearest 10 interval).
Yes / No	\$ _____	The responsible party and guests were cooperative with requests or direction from staff, including pre-event requirements.
Yes / No	\$ _____	The event was free of loud noises disturbances or of disruptive behavior. Noise level did not exceed levels set by EPC of Hillsborough County.
Yes / No	\$ _____	No drugs were observed on the premises.
Yes / No	\$ _____	All laws and regulations were followed.
Yes / No	\$ _____	No alcohol or food were outside the building (ex. parking lot or in front of the building).
Yes / No	\$ _____	No guests congregated in the parking lot.
Yes / No	\$ _____	No alcohol sold directly or indirectly (Example free with a purchase).
Yes / No	\$ _____	Signs of any smoking. No smoking or vaping in the building.
Yes / No	\$ _____	Cemetery grounds were respected, and no trespassing occurred.
Yes / No	\$ _____	No behavior occurred that would reflect negatively on the American Legion.
<b>Total</b>	<b>\$ _____</b>	<b>(If Applicable)</b>

The amount due (if any) is accepted on the Inspection and Damages form costs filled out and assessed by the agent after the rental. Renter is solely responsible for repairs or damages resulting from actions of guests and staff. Any violations of the contract or addendum rules will result in forfeiture of my security fee. Damages/fees that exceed the security deposit are the responsibility of the renter to pay within 30 days. Assessments may be estimated by the evaluating agent, be assessed later if needed for damages, or excess sanitation charges. Minimum of \$25 charge per violation.

This inspection was completed at the end of the event indicated above. All relevant observations and documentation have been made, including photos if necessary. Contacts are available desiring to share additional comments.

\_\_\_\_\_  
American Legion Post 5 Agent Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Renter Signature (not required)

\_\_\_\_\_  
Print Name

Note: We appreciate your responsible use of the faculty and welcome feedback. No signature or refusal by the renter to sign this form does not prevent The American Legion U.S.S. Tampa Post 5 from pursuing recovery for items listed.

