

**Barrington Countryside Park District
Rental Check In Check Out Form ^{ver A}**

Event:

Event Dates:

Check In		
<input type="checkbox"/>	Walk rented areas with event official to view condition of facility	
<input type="checkbox"/>	Review Renter Packet with event official	
<input type="checkbox"/>	Provide Management Board Rep contact information and on-call information for duration of event to renter.	
<input type="checkbox"/>	Ask specifically if questions regarding Renter Rules and Regs or BCPD Rules and Regs, parking permissions, and waiver policy. Ask if any questions on any topic.	
<input type="checkbox"/>	Show signage and extra garbage cans which may be needed for rental event	
Check Out		
<input type="checkbox"/>	Obtain waivers and roster. Check waivers for clarity, that they are signed, and match roster.	
<input type="checkbox"/>	Meeting Room	<input type="checkbox"/> Bathrooms: Clean sinks, toilets and mirrors <input type="checkbox"/> Sweep and Mop hard floors and vacuum rug <input type="checkbox"/> Remove all food and wipe out refrigerator <input type="checkbox"/> Wash or Pledge tables <input type="checkbox"/> Empty Waste Baskets <input type="checkbox"/> Lock Windows and Doors <input type="checkbox"/> Reduce Heat to 55 degrees <input type="checkbox"/> In winter leave storage room door open and door under kitchen sink open <input type="checkbox"/> Inspect for damages
<input type="checkbox"/>	Stalls	<input type="checkbox"/> Remove all hay, manure and underlying urine Stall numbers inspected: <input type="text"/> <input type="checkbox"/> Sweep Aisle
<input type="checkbox"/>	Indoor Arena	<input type="checkbox"/> Remove all equipment <input type="checkbox"/> Remove garbage and debris <input type="checkbox"/> Inspect arena and footing for damages
<input type="checkbox"/>	Outdoor Arena	<input type="checkbox"/> Remove all equipment <input type="checkbox"/> Remove garbage and debris <input type="checkbox"/> Inspect arena and footing for damages
<input type="checkbox"/>	Stadium Field	<input type="checkbox"/> Remove garbage and debris <input type="checkbox"/> Move stadium jumps to an unused path
<input type="checkbox"/>	Grounds	<input type="checkbox"/> Remove garbage and debris <input type="checkbox"/> Empty garbage cans and replace in storage shed <input type="checkbox"/> Leave no fires or hot coals <input type="checkbox"/> Inspect for Damages
<input type="checkbox"/>	Paddocks	<input type="checkbox"/> Remove manure, hay, straw, garbage. and debris <input type="checkbox"/> Inspect for damage

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List Incomplete Clean Up to be done by Park District:

List Any Damages:

Clean Up Complete:

Date:

Time:

Inspection Signatures:

Management Board Representative

Event Official