

The Following check list must  
be completed with a Recreation  
Park\Fairgrounds

Representative within 24 hours  
prior to use and again after the  
event, before deposits can be  
returned to lessee. Thank you.

Jefferson County Clerk &  
Recorders Office.



## USER CHECKLIST ASSESSMENT

Checklist	Before Rental		After Rental	
	Yes	No	Yes	No
Received & Signed A Copy of <b>Rules for Use</b>				
Overall Condition of Grounds Clean-Maintained				
Broken or Cracked Windows in <b>ANY</b> Buildings				
Comments:				
Condition of Building being Used:				
Windows In Good Condition				
Tables Accounted For & In Good Condition				
Chairs Accounted For & In Good Condition				
Electric/Lights Working				
Appliance Accounted For \Clean\Working				
Doors Working Condition & Securable				
Décor in Place\Lights Working				
Comments:				
Cleaning:				
Tables\Chairs\Counters Wiped Down				
Floors Swept				
Garbage Taken Out				
Restrooms Clean & In Working Order				
Comments:				
Damage:				
Outside of Buildings				
Playground Equipment				
Grounds Maintenance Equipment				
Carousel				
Fences				
Trees\Landscape				
Arena Facility				
Décor\Lights				
Other:				

Comments:

**Date & Time Check Before Rental:** \_\_\_\_\_

Comments by Renter: \_\_\_\_\_

\_\_\_\_\_

Comments by Caretaker: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Signature of Caretaker

**Date & Times Check After Rental:** \_\_\_\_\_

Comments by Renter: \_\_\_\_\_

\_\_\_\_\_

Comments by Caretaker: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Signature of Caretaker

Date Accepted by Clerk & Recorders \_\_\_\_\_

\_\_\_\_\_  
Clerk & Recorders Signature

\_\_\_\_\_  
Recreation Park Rep.