

IMPACT POINT (IP) RENTAL CHECK LIST

Event: _____ **Date:** _____ **Contact:** _____

Check List

- Key checked out _____ (date)
- After Event Completed
 - Reset thermostats to 62 degrees (there are 2 located by each door)
 - All trash in trash cans and taken to blue cans outside
 - Everything returned to original area in which it was found
 - PE Equipment area
 - ___ All cabinets are locked up
 - ___ Ball areas, nets are hung back up
 - ___ Hoops are on hangers
 - ___ Tables are put back
 - Art Room
 - ___ Tables are wiped off
 - Music Room
 - ___ Everything back in cabinet
 - ___ Chairs back to original spot
 - Spanish Room
 - ___ Tables wiped off
 - ___ Tables and Chair back to original spot
 - ___ Board wiped off
 - Bathrooms picked up
 - Lights out in classrooms, bathrooms, and main gym
 - Mini space heaters turned off
- Security code reset _n/a_____
- Key & check list returned to box outside of Impact Point or to main office

Notes to IP Coordinator:
