



City of Riviera Beach - Department of Parks and Recreation

Renter's Check List (Lindsey Davis/Tate/Wells/Barracuda Bay)

Renter: _____

Date: _____

Date of Rental: _____

Name of Event: _____

Facility Rented: _____

	BEFORE INVENTORY OF BUILDING		AFTER INVENTORY OF BUILDING	
	Unsatisfactory	Satisfactory	Unsatisfactory	Satisfactory
Female Restroom				
Male Restroom				
Kitchen				
Hall				
Outside				
Multipurpose room				
All Trash Removed				
Mop				
Swept				
Mirror				
Floors				
Stage Area				
Bleachers				
Arts & Crafts Room				
	BEFORE INVENTORY OF BUILDING		AFTER INVENTORY OF BUILDING	
	Current Count	Any Damages	After Count	Any Damages
Tables-Round				
Tables-Long				
Chairs				
Other				

***If not applicable indicate N/A**

Refund request: **APPROVAL** or **DISAPPROVAL**

Renter's Initials: _____

Explanation of Disapproval: _____

Walk thru/ inspection should be before and done after event only with the chairperson of event.

Send P&R admin copy of complete form of an email acknowledging refund granted.

This should be done before next business day.

Refunds may take up to 2-4 weeks.

Check all that apply above.

Comments: _____

Renter's Signature: _____

Date: _____

P&R Employee signature: _____

Date: _____