Event Room User Checklist

Complete the user checklist before and after your event. The Mathematics Department reserves the right to decline room rent service to users who do not adhere to its room reservations guidelines and maintenance instructions.

Date of the Event (mm/dd/yy): _____   Time: _____
Contact Person (print name): _____   Signature:_____
Contact phone: (_ _ _) - _ _ _ - _ _ _ _   Organization: _____
Room Reservation Approved by: _____
Key(s) Checked Out
Date (mm/dd/yy):_____   Time:_____   Serial#:_____

Checklist:

- ☐ Chairs and tables returned to original setup
- ☐ Equipment turned off
- ☐ All users' belongings are removed

- ☐ All trash/litter removed (note: leave trash bags outside room)
- ☐ Lights out and all doors shut
- ☐ ROOM LOCKED
- ☐ Key(s) returned

FOR OFFICE USE ONLY

☐ **Key(s) Returned**   Date (mm/dd/yy):_____   Time:_____

Condition of room after use:

- ☐ Excellent
- ☐ Fair

- ☐ Good
- ☐ Poor

Will contact organization about room conditions?

- ☐ Yes (*describe damages on the back*)   ☐ No

Checked by:_____
Date:_____
Time:_____