

# Trinity Community Center Checklist

The following is a checklist that YOU should perform prior to the use of the Community Center. Please initial each line and make any additional comments at the bottom of the form in reference to the condition of the community center as you found it. Please return this form to City Hall prior to the event. Failure to do so may deem consequential if at the conclusion of your event we find any damage to the Community Center or its items and could result in the loss of your \$150.00 security deposit.

## Condition of Items:

### Floor Tiles (bathroom, kitchen and foyer)

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### Ceiling Tiles (stains, etc.)

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### Doors (stains & scratches)

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### Light fixtures (bulbs working or not working)

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### Windows (scratches, etc.)

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### Additional Comments

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_