**Town of Washington Park, North Carolina**

**Facilities and Grounds**

**Pre and Post Facilities and Grounds Use Checklist**

Name of Group or Entity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Time In: \_\_\_\_\_\_\_\_\_\_\_\_ Time Out: \_\_\_\_\_\_\_\_\_\_\_\_

 Facilities and/or Grounds Used: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Pre-Event Post-Event

1. Facility Unlocked-Locked/Secured \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

2. All trash-debris picked up and removed \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

3. All furnishings/equipment present \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

4. All furnishings/equipment returned to proper place \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

5. All displays/decorations mounted properly \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

6. Kitchen facilities cleaned (if applicable) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

7. Bathroom facilities cleaned (if applicable) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

8. Signage in approved locations (if applicable) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Comments/Damage Noted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Group or Entity Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Group or Entity Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Town Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_