



City of Huntington Beach
Community & Library Services Department
7000 Norma Avenue
Huntington Beach, CA 92647
(714) 960-8895

MURDY COMMUNITY CENTER
CONDITION OF FACILITY REPORT

Facility _____ Room (s) _____

Patron's Name _____ Date _____

Patron/applicant or representative of the applicant (EXCLUDING CATERERS) agrees to return facility to reasonable condition in order to be entitled to full refund of deposits. If patron/applicant or representative of the applicant (EXCLUDING CATERERS) is not present at scheduled opening and closing times, the decision by Community Services Staff as to the condition of the facility and possible fees due or deposits that will not be refunded is **final**. The patron must explain any discrepancies in the condition of the facility at the closing time in writing on an attached page signed by the patron. A REFUND FOR THE DEPOSIT IN THE AMOUNT APPROVED BY THE RESPONSIBLE STAFF MEMBER WILL BE MAILED TO THE PATRON IN **4-6 WEEKS FROM THE DATE OF USE.**

I understand that I am to arrive at the facility at _____ a.m./p.m., and I am to be out of the facility at _____ a.m./p.m. The premises are to be completely cleaned, including floors swept and wet mopped if needed (maintenance supplies provided) and all set ups taken down before leaving. Applicant should allow at least 30-60 minutes for cleanup.

I have read the above: _____
SIGNATURE OF APPLICANT

The checklist on the reverse side is to prevent negligence by either the Community Services staff or the Applicant. It is a formal agreement of proper use and maintenance of the facility. This form **must** be completed for a security deposit refund.

Condition of Facility Report

PRIOR TO USE	AFTER USE
Facility in good condition <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, explain (be specific):	
Facility and Restrooms	
Floors <input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
Sinks/Counter <input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
If not clean, explain:	
Kitchen	
Floors <input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
Sinks/Counter <input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
Ovens <input type="checkbox"/> Clean <input type="checkbox"/> Dirty	<input type="checkbox"/> Clean <input type="checkbox"/> Dirty
If not clean, explain:	
Coffee Pot Present <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fire Extinguisher Present <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

All decorations removed <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Trash put in receptacle <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Staff Comments:

Patron Comments:

Facility Checked By:

Before Event

Community Services Staff:

Patron/Applicant:

After Event

Community Services Staff:

Patron/Applicant:
