

## CHARTER TOWNSHIP OF MONITOR EQUIPMENT INVENTORY

PLEASE NOTE: THE "RENTER COUNT" MUST BE FILLED IN AND GIVEN TO THE CUSTODIAN BEFORE YOU LEAVE. IF THE CUSTODIAN IS NOT PRESENT, PLEASE LEAVE THIS LIST, **ALONG WITH YOUR KEY**, IN THE DROP BOX OUTSIDE. Thank you, Charter Township of Monitor

**RENTAL DATE & TIME:** \_\_\_\_\_

**ALCOHOL WILL BE ON PREMISE:**      **Yes**              **No**

**FULL CLEAN-UP:**                              **Yes**              **No**

<u>ITEM</u>	<u>TWP. COUNT</u>	<u>RENTER CT.</u>	<u>CUSTODIAN CT.</u>	<u>Difference</u>
Tables 8 ft.	50	_____	_____	_____
Tables 5 ft.	1	_____	_____	_____
Stepladder/ladder	2	_____	_____	_____
Floor Fans	4	_____	_____	_____
Roasters & Pans	6	_____	_____	_____
Baking Trays	6	_____	_____	_____
Drink Containers with Lids & Bases	2	_____	_____	_____
Table Fan	1	_____	_____	_____
Kettles	4	_____	_____	_____
Kettle Lids	3	_____	_____	_____
Colander	2	_____	_____	_____
Coffee Servers	6	_____	_____	_____
Coffee Urns	2	_____	_____	_____
Meat Thermometer	1	_____	_____	_____
Serving Carts	3	_____	_____	_____
Plastic Cutting Boards	3	_____	_____	_____
Cooler Lock	1	_____	_____	_____
Pitchers	18	_____	_____	_____
Key	1	_____	_____	_____

**Custodian Comments:**

1. Hall was vacated on time:            Yes            No            Time vacated: \_\_\_\_\_

2. Items left on premise:            Yes            No  
(Describe Items Left)

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3. Possible Violation of Contract:    Yes            No  
(Example: no security scheduled however, alcoholic beverages were on premises, confetti, helium balloons, etc.)

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**Note to renter:**

Provided the contract has not been violated, your damage deposit refund will be forwarded to the Township Board of Trustees for consideration at their next board meeting of \_\_\_\_\_. The refund will be sent directly to the address listed on the contract unless otherwise specified.

\_\_\_\_\_  
RENTER'S SIGNATURE

\_\_\_\_\_  
CUSTODIAN'S SIGNATURE