



**CHILDREN'S
MUSEUM**
— OF VIRGINIA —
PORTSMOUTH

Post Event Checklist

This form will be completed immediately following facility rentals by a museum supervisor and the renter, or their appointed representative. This form must be completed and signed by the responsible parties in order to process the return of the rental damage deposit. A copy will be provided to the renter at the time of inspection. Additional charges may also be incurred due to unsatisfactory conditions found.

Areas used:

First Floor Second Floor Orientation Room(s)
Education Classroom(s) Conference Room Planetarium
Other _____

Condition of areas used: Acceptable, Not acceptable
If not, please explain.

Other surfaces: walls, ceilings, etc. in good condition: Acceptable, Not acceptable
If not, please explain.

Kitchen: counters, trash, floor: Acceptable, Not acceptable
If not, please explain.

Museum equipment used: in satisfactory condition: Acceptable, Not acceptable
If not, please explain.

Rental items removed from the facility: Acceptable, Not acceptable
If not, please explain.

All exhibits in good condition: Acceptable, Not acceptable
If not, please explain.

Objects missing or damaged: Acceptable, Not acceptable
If not, please explain.

All garbage and trash removed from the facility: Acceptable, Not acceptable
If not, please explain.

Additional Comments & Observations.

Event Scheduled Ending Time: _____ Event Actual Ending Time: _____

(Signature of Museum Representative)

Date

(Signature of Renter or Representative)

Date