

**Davie County Schools
Community Schools Program**

Lessee Checklist for Use of Facility

Please be sure the following have been completed before leaving the facility each time used:

- All chairs, tables and equipment are returned to original positions
- All used areas are clean, including restrooms
- Trash is removed to dumpster
- Personal property is removed
- Lights are turned off
- Doors are locked

If any damage and/or problems occur, please complete this form and submit to your Community Schools Coordinator, _____, as soon as possible after the event.

Application/Lease Agreement Regulation# 11: The Lessee agrees to be held financially responsible for any and all said leased school facility and equipment should said facility and equipment be damaged and/or destroyed during use, regardless of who caused the damage. The Lessee is to inform the Lessor of any problems that occur during use. Please use this space to indicate any damage and/or problems that has occurred:

Signed: _____ Date: _____

Name of Group or Event: _____

Name of School/Facility: _____

Area used: _____