



CENTENNIAL

Centennial Condominium Homeowners Association

6312 Stadium Drive, Kalamazoo, MI 49009 • (269) 488-0133

centennialhoavicksburg@gmail.com

www.centennialhoavicksburg.com

Event Center Pre-Inspection & After-Rental Checklist

This checklist must be completed, signed, and returned after your event. Failure to complete required items may result in cleaning or repair charges.

SECTION 1 - PRE-EVENT CONDITION REVIEW

(Complete upon arrival before event begins)

- ☐ Facility inspected upon arrival
- ☐ No visible damage noted
- ☐ Any existing damage or concerns documented with photos and emailed to management

If damage or concerns were found, describe below:

SECTION 2 - WINDOWS, DOORS & THERMOSTAT

- ☐ All windows closed and locked
- ☐ All exterior doors locked
- ☐ Thermostat set to:
 - ☐ Heat 62°F
 - ☐ A/C 75°F

Issues noted: _____

SECTION 3 - BATHROOMS

- ☐ Toilets flushed
- ☐ Sinks and counters wiped
- ☐ No clogs present
- ☐ Trash removed
- ☐ Supplies checked and noted if low

Issues noted: _____

SECTION 4 - KITCHEN

- ☐ Refrigerator emptied and wiped
- ☐ Freezer emptied and wiped
- ☐ Counters cleaned



CENTENNIAL

Centennial Condominium Homeowners Association

6312 Stadium Drive, Kalamazoo, MI 49009 • (269) 488-0133

centennialhoavicksburg@gmail.com

www.centennialhoavicksburg.com

- ☐ Sinks cleaned
- ☐ Stove/oven cleaned
- ☐ Floors swept or vacuumed
- ☐ Trash removed and liners replaced
- ☐ Trash placed in Northside dumpsters

Issues noted: _____

SECTION 5 - MAIN EVENT AREA

- ☐ Floors swept and clean
- ☐ No spills or stains present
- ☐ All decorations removed
- ☐ No tape residue
- ☐ Balloons removed from ceilings/fans
- ☐ Tables and chairs returned to storage

Issues noted: _____

SECTION 6 - ENTRY AREAS

- ☐ Entry floors swept
- ☐ Doors clean
- ☐ No debris remaining

Issues noted: _____

SECTION 7 - FINAL WALKTHROUGH

- ☐ Entire facility inspected before departure
- ☐ All lights turned off
- ☐ Doors locked
- ☐ Facility left in original condition

Issues noted: _____

CO-OWNER CONFIRMATION

I certify that I have completed the checklist above and that the facility has been returned in acceptable condition as required per this rental agreement:

Member Signature: _____ Date: _____

Please return this form to: kzooleasing@bhhsmi.com