



TROLLEY STATION PROPERTY CONDITION FORM (To be provided by the city and completed during check-in prior to rental)

SECTION 1 – GENERAL INFORMATION

Rental Date: _____
 Renter Name: _____
 Phone: _____ Email: _____
 Alternate Contact Name: _____ Phone: _____

After Hours Contact: Middleton’s Public Works On-Call Crew **Phone: 208-921-0029**
 Address: 310 Cornell Street Zip: 83644
 Main Phone: 208-585-3133
 Email: citmid@middletoncity.org

After-hours Emergency Contact: **Public Works** **Phone: 208-921-0029**

SECTION 3 –PROPERTY CONDITION (send pictures if needed to citmid@middletoncity.org)

Exterior				
	Property Condition	Check IN - Y / N	Check OUT - Y / N	Comments
Sidewalks	Clean No Damage			
Light Fixtures	On-Site Working			
Grounds	Clean No Damage			
Main Room				
Floors	Vacuumed, no damage			
Windows & Sill	Clean No Damage			
Wainscoting	Clean No Damage			
Walls	Clean No Damage			
Doors	Clean No Damage			
Ceiling Lights & Sconces	On-Site Working			
Light Switches/Plates	Clean No Damage			
Fire Extinguisher	On-Site			
AV/ Sound Security System				
Projector	On-Site Working			
Screen	On-Site Working			
Remote Controls	On-Site Working			
HDMI Cord Extensions	On-Site Working			
Wireless Keyboard	On-Site Working			
Wireless Mounts/Dongle	On-Site Working			
Sound Receiver	On-Site Working			
Kitchen				
	Property Condition	Check IN - Y / N	Check OUT - Y / N	Comments
Floors	Clean No Damage			
Sinks	Clean No Damage			
Window	Clean No Damage			

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	Property Condition	Check IN - Y / N	Check OUT - Y / N	Comments
Window	Clean No Damage			
Countertops	Clean No Damage			
Upper Cabinets	Clean No Damage			
Lower Cabinets	Clean No Damage			
Serving Rollup door/hook	Clean No Damage			
Stove #1	Clean, Working, No Damage			
Stove #2	Clean, Working, No Damage			
Refrigerator/Freezer Unit	Clean, Working, No Damage			
Trash Cans (3)	Empty w/ new liners			
Fire Extinguisher	On-Site			
Restrooms				
Women				
Floors	Clean No Damage			
Sink	Clean No Damage			
Counters	Clean No Damage			
Toilets	Clean No Damage			
Soap Dispenser	Clean, Working, No Damage			
Walls	Clean No Damage			
Partitions	Clean No Damage			
Sanitary Fixtures in Stalls	Empty w/ new liners			
Light Futures/Switch	Clean No Damage			
Paper Towel Dispenser	Working, No Damage, Stocked			
Dispenser Key	Hanging on hook in kitchen			
Trash	Empty w/ new liners			
Men				
Floors	Clean No Damage			
Sink	Clean No Damage			
Counters	Clean No Damage			
Toilets	Clean No Damage			
Soap Dispenser	Clean, Working, No Damage			
Walls	Clean No Damage			
Partitions	Clean No Damage			
Sanitary Fixtures in Stalls	Empty w/ new liners			
Light Futures/Switch	Clean No Damage			
Paper Towel Dispenser	Working, No Damage, Stocked			
Dispenser Key	Hanging on hook in kitchen			
Trash	Empty w/ new liners			
Annex Hallway				
	Property Condition	Check IN - Y / N	Check OUT - Y / N	Comments
Floors	Clean No Damage			
Walls Ceiling	Clean No Damage			
Door	Clean No Damage			
Ceiling Lights & Sconces	Clean No Damage			

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	Property Condition	Check IN - Y / N	Check OUT - Y / N	Comments
Drinking Fountain	Clean, Working, No Damage			
Fire Extinguisher	On-Site			
Custodial Closet				
Janitorial sink	Clean No Damage			
Broom (1)	On-Site			
Mop (1)	On-Site			
Bucket (1)	On-Site			
Storage Room				
Vacuum (2)	On-Site			
Tables (13)	On-Site, No Damage			
Chairs (108)	On-Site, No Damage			
Chair Cart (2)	On-Site, No Damage			

Additional Comments: (if applicable)

I understand that my signature signifies my commitment to the accuracy and completeness of the information provided, and my compliance with all applicable regulations and requirements pertaining to renting the Trolley Station.

Applicant Signature

Applicant Name (Print)

Date

OFFICE USE ONLY

Deposit Fee: _____

Paid: \$ _____ (tax included) Receipt # _____ Payment Type: _____

Copy of Drivers License: _____ (initial) Key# _____