

City development center Check-list

Group's name (Name)		Using date	
		People quantity	
Used room	(2o floor) Multiuse Art (3o floor) Meeting Meeting Search Tatami Kitchen		
Using time		Using of the air conditioning / heater *If you did not use it, cross a line or write "nashi"	
_____ : _____ until _____ : _____ Total _____ hs		_____ : _____ until _____ : _____ Total _____ hs	

Items that should be checked (to all room)	Check
Did you return the tables and chairs in their proper place?	
Last person: Did you lock window and closed the curtain?	
Turned off the exhaust fan and lights?	
Turned off the air conditioning and heater?	
Did you erase the notes from the boards?	
Did you clean the erase and cleaned up the chalk dust?	
Cleaned the table, floor and tatami?	

Kitchen / Tea room (3o room)	Check
Turned off the gas?	
Did you unplug the electrical appliances?	
Did you return the utensils to their proper places?	
Did not you forget anything in the fridge?	

* Take this Check-list to the reception after using the room

* If we have any problem with any Association or group of people, your next booking can be cancelled