



The Armory at Brighton Cultural Center
 300 Strong Street Brighton, CO 80601
 Phone/Fax 303-655-2026
 Email: info@brightonarmory.org
www.brightonarmory.org
RENTAL CHECKOUT FORM



EVENT

CONTACT NAME/NUMBER

EVENT DATE(S)

EVENT TIME (S)

TEARDOWN/CLEAR CHECKLIST	
Area of Facility	✓
Theatre	
• Tables Cleared	
• Linens Removed	
• Trash Emptied	
• Chairs Reset in original Configuration	
• Floor Swept	
Stage	
• Wings Cleared	
• All Props, Costumes, and Renter Items Removed	
• Trash Emptied	
• Floor Swept	
Atrium/Lobby	
• All Renter Items Removed	
• Trash Emptied	
• Floor Swept	
Caterer's Staging Area	
• Counter Space Cleared/Clean	
• All Leftover Food Removed	
• Trash Emptied	
Outdoor Stage	
• All Renter Items Removed	
• Swept	
Community Room	
• All Renter Items Removed	
• Counter Space Cleared/Clean	
• All Leftover Food Removed	
• Trash Emptied	
2 nd Floor Elevator Landing	
• All Renter Items Removed	
• Swept	

RENTER'S SIGNATURE _____

ARMORY SIGNATURE _____