

**RILEY TOWNSHIP**  
**13042 BELLE RIVER RD**  
**RILEY TOWNSHIP, MI 48041**  
**Phone (810)392-2326 FAX (810)392-2918**

**TABLES AND CHAIRS CHECK-OUT/IN**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**NUMBER OF TABLES:** \_\_\_\_\_

**NUMBER OF CHAIRS:** \_\_\_\_\_

**CONDITION OF TABLES & CHAIRS AT CHECK-OUT:** \_\_\_\_\_

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I agree to return the tables & chairs in the same as or better condition in which they were checked-out. I agree to pay a \$100.00 deposit fee and understand this *may* be used to clean the tables & chairs returned dirty.

**SIGNATURE:** \_\_\_\_\_

**CLEANING/CARE/STORAGE OF TABLES & CHAIRS:**

The white polyethylene tables cannot be cleaned with an abrasive cleaner, use *Soft Scrub* or *dish soap* only. Do not slide tables across an abrasive surface.  
Please store all tables and chairs out of the weather.

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

**DATE OF CHECK-OUT:** \_\_\_\_\_

**CHECKED-OUT BY:** \_\_\_\_\_

**FEES:** \_\_\_\_\_

**DATE DUE BACK:** \_\_\_\_\_

**CHECKED-IN BY:** \_\_\_\_\_

**NUMBER OF TABLES RETURNED:** \_\_\_\_\_

**NUMBER OF CHAIRS RETURNED:** \_\_\_\_\_

**CONDITION RETURNED IN:** \_\_\_\_\_

