



IMPERIAL YOUTH DEPARTMENT  
A.E.A.O.N.M.S., INC.

## IMPERIAL YOUTH DEPARTMENT HOTEL ROOM CHECKLIST

It is the responsibility of the Temple Director and Court Directress to check each room before a youth is allowed to enter. Please complete this form for each of your rooms and return it to the Registration Room immediately.

\_\_\_\_\_  
Name & Title (Please Print)

\_\_\_\_\_  
Temple/Court Name & Number

Room Number: \_\_\_\_\_

Room Furniture Condition:

1. Pictures on Wall: Any Broken or Cracked  Yes  No. If Yes, How many? \_\_\_\_\_
2. Mirrors: Any Broken or Cracked  Yes  No. If Yes, How many? \_\_\_\_\_
3. Bed:  King  Queen  Double

Please check the bed(s) for any damages and also to determine how steady they are. If they are damaged in anyway, your card may be charged a fee. Please make remarks if necessary.

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

4. Dresser Drawers: Please check for handles, knobs or etc., and verify if all are securely attached and the drawers open freely, if not please indicate.

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

5. Television of Radio: Please check to determine if they are in working order.
6. Chairs: How many \_\_\_\_\_. Are they in good condition? Check to determine if the legs are weak or about to break or broken.
7. Tables: How many \_\_\_\_\_ (including desk & nightstands) Check for steadiness.
8. Lamps: How many \_\_\_\_\_. Floor Type \_\_\_\_ Table Type \_\_\_\_ Check to see if all are in working order. Make a notation as to the condition if necessary.
9. Carpet: Stains or Tears or general condition, include marks on furniture.

Remember these rooms are checked everyday by hotel staff and you will be charged for any damages.