

## GCC RENTAL REPORT

Year: \_\_\_\_\_     Jan - March     April - June     July - September     October - December

### NUMBER OF RENTALS

Facility	Number of rentals	Revenue
Main building - full day		
Main building - partial day		
Kitchen only		
Annex		
Equipment (tables, chairs, etc.)		
<b>TOTAL</b>		

### RETAINED DEPOSITS

Date of event	Renter	Reason deposit retained

### LOST RENTAL OPPORTUNITIES

Date of event	Renter	Reason rental lost (schedule, facility problem, rule problem, etc.)

**COMMENTS, COMPLAINTS, OR SUGGESTIONS FROM RENTERS:**

**OTHER COMMENTS, ISSUES, OR PROBLEMS:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rental Manager