



# Recreation Department Facility Rental Evaluation Form

The Town of Riverhead Recreation Department is committed to keeping you satisfied with our services. Please provide the following information and check the answer that best describes your experience.

Facility Rented: \_\_\_\_\_

Date: \_\_\_\_\_

### Staff

- The punctuality of the facility attendant was  

<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>
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- The level of courtesy, respect, and helpfulness shown by the attendant was  

<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>
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### Facility

- Please rate the level at which the facility met your expectations  

<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>
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- Please rate the cleanliness of the following  

Kitchen	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
Activity Room	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
Restrooms	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
Beach	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
- Please rate the function of the following equipment  

Tables	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
Chairs	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
Stove	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
Refrigerator	<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>	<b>N/A</b>
- The fee charged for this facility was  

<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>
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### Rental Process

- How would you rate your rental experience?  

<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>
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- The level of knowledge and courtesy shown by the office staff was  

<b>Excellent</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Poor</b>	<b>Very Poor</b>
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### Overall Experience

- Would you rent this facility again?      **Yes**    **No**
- Would you recommend this facility to others?      **Yes**    **No**

Comments/ Suggestions: \_\_\_\_\_

How did you find out about this facility?      **Website**      **Newspaper**      **Activity Brochure**      **Friend**  
    **Email**                      **Other:** \_\_\_\_\_

**Please return completed evaluations to:**  
**recreation@riverheadli.com**  
**Mail: Riverhead Recreation Dept. 200 Howell Ave. Riverhead, NY 11901**