

# Check List for Rental of the Community Center

## Prior to Rental

1. Day before, confirm time of party with management company.
2. Confirm you have access to the center.
3. Pre-Inspect the Community Center to insure the facility is in acceptable condition.
4. Notify management company of any issues.

## Day of Rental:

1. No Smoking in the center. Only allowed on patio off of dining hall.
2. Contact a member of the committee should you have any problems or questions.
3. Be sure guests park only in visitor lot or along side of the road.
4. Guests are not allowed to use the pool.
5. Pets are not allowed in the center.

## Before you leave, please:

1. Vacuum carpets, sweep and mop floors.
2. Clean all tabletops and bar (using glass cleaner).
3. Place chairs back the way you found them (should be on top of tables and the remainder stored in the closet in the back of the dining hall).
4. If you used the extra tables, please wipe down and replace in the closet in the back of the dining hall.
5. Dishwashers must be emptied and dishes/utensils put away in their proper spot.
6. Remove all decorations inside or outside the center.
7. Clean sinks and countertops.
8. Clean microwaves(s) after use.
9. Clean the stove top and oven if needed.
10. Make sure restrooms are clean.
11. Remove all trash from all rooms and take to dumpster located in the visitor parking lot.
12. Turn off all lights, TV's, stereo and fireplace.
13. Make sure stove burners and ovens are turned off.
14. Before you leave make sure all lights are turned off and all doors and windows are closed and locked.

Premises will be inspected after your event and you will be charged for any damages. Also, if the center is not cleaned and left in good condition, your deposit will be deducted accordingly.