

END OF EVENT COMMUNITY CENTER RESPONSIBILITIES

WE ASK THAT YOU LEAVE THE COMMUNITY
CENTER AS *NEAT* AS YOU FOUND IT

THESE ARE REMINDERS OF THE DUTIES INVOLVED
THAT *YOU* ARE RESPONSIBLE FOR WHEN YOU SIGN
THE CONTRACT TO RENT THE COMMUNITY CENTER
FOR AN EVENT.

1. ALL REFUSE *MUST* BE REMOVED FROM COUNTERS, TABLES,
CHAIRS AND FLOOR.
2. ALL REFUSE *MUST* BE BAGGED AND TAKEN WITH THE RENTER
3. ALL COUNTERS AND TABLES INCLUDING THE COFFEE TABLES
MUST BE WIPED CLEAN. THE FLOOR *MUST* BE SWEEPED AND THE RUG
VACUUMED.
4. THE REFRIGERATOR AND CABINETS *MUST* BE CLEARED OF THE
RENTER'S FOOD AND TAKEN HOME.
5. THE FURNITURE IN THE ROOM *MUST* BE PUT BACK IN THE SAME
ORDER AS FOUND. *THIS INCLUDES STACKING THE CHAIRS.*
6. THE CLEAN UP OF THE COMMUNITY CENTER *MUST* BE
COMPLETED WITHIN AN HOUR AFTER THE EVENT IS OVER.
7. THE LIGHTS *MUST* BE TURNED OFF AND THE OUTSIDE DOOR
DOUBLE LOCKED.

Community Center Representative: _____

Renter: _____ Phone Number: _____

SECURITY DEPOSIT GUIDELINES

IF THE COMMUNITY CENTER IS LEFT IN THE **SAME** CONDITION AS FOUND, YOUR SECURITY DEPOSIT WILL BE RETURNED IN FULL.

IF ADDITIONAL CLEANUP IS DETERMINED NECESSARY DURING THE AFTER EVENT WALK THRU, YOUR SECURITY DEPOSIT WILL BE **FORFEITED** ON A PRORATED BASIS. THE AMOUNT CHARGED WILL DEPEND ON THE CONDITION AND EXTRA WORK REQUIRED TO PUT THE COMMUNITY CENTER BACK IN ORDER FOR USE BY THE COMMUNITY.

IF YOU HAVE **WAIVED** YOUR WALK THRU CONDITION OF THE CONTRACT, THE DETERMINATION OF THE CONDITION OF THE COMMUNITY CENTER WILL BE AT THE DISCRETION OF THE QUAIL RUN SOCIAL COMMITTEE REPRESENTATIVE.

THANK YOU FOR YOUR CO-OPERATION IN THIS MATTER.

COMMUNITY CENTER REPRESENTATIVE: _____

RENTER: _____ PHONE NUMBER _____