

**STAFFED EVENTS**

**Community Center Cleaning Check List**

*\*To prevent cleaning fees being charged to your credit card on file, the following tasks must be performed within the time reserved. The facility must be left as clean, and in as good condition, as it was before the rental. Decision by the Association regarding sufficiency of the clean-up and damages incurred shall be final.*

Event Name \_\_\_\_\_

Member Name \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**You will be charged for any pre-existing damages, messes, missing items, etc. that are not notified to the staff, or listed here if staff is not available, prior to your event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Time-Line**

- \_\_\_\_\_ Staff will give Member a 45 min. notice to prepare for Member cleanup
- \_\_\_\_\_ If serving alcohol, bar stop serving alcohol 30 min. prior to the end of the event
- \_\_\_\_\_ If playing music, music must stop playing 15 min. prior to the end of the event
- \_\_\_\_\_ Cleaning completed by Member; Staff will give Member a 10 min. notice for post-event inspection

**MEMBER AND GUESTS MUST EXIT BUILDING TO AVOID A LATE FEE**

**MUST CHECK OUT AND RECEIVE INITIALS FROM STAFF  
BEFORE EXITING THE BUILDING**  
*Charges will be incurred for each item that is not completed/initialed by Staff*

**Initial for Completion**  
(Member) (Staff)

- \_\_\_\_\_ Do **NOT** fold chairs or tables unless otherwise instructed to do so.
- \_\_\_\_\_ All decorations and personal belongings removed from room(s); only painter's tape is allowed and must be completely removed
- \_\_\_\_\_ Outside cleared of all decorations, trash, personal belongings, etc.
- \_\_\_\_\_ Kitchen: all food and other items removed; refrigerator/freezer emptied of all items from event
- \_\_\_\_\_ Clean room adequately, up to the discretion of the Event Staff. (Vacuum floors/sweep hallway, wipe down tables and chairs, tidy bathrooms, etc.)
- \_\_\_\_\_ Gather **ALL** trash accumulated from your event, bathroom included and dispose of properly in the dumpster in parking lot (Notify Staff first so they may unlock the dumpster gate)
- \_\_\_\_\_ All cleaning completed and everyone exited the building by reservation end time of \_\_\_\_:\_\_\_\_  
(Fees will be incurred in the case of a late exit)