

HVL COMMUNITY ROOM CHECKLIST

****PLEASE COMPLETE AND RETURN TO POA OFFICE****

Name: _____ Lot # _____ Rental Date: _____

Phone: _____ Party time: _____

CLEANUP:

- a) The Community Room including the floors and bathrooms shall be cleaned. The cleanliness of each should meet or surpass the conditions prior to use.
- b) The area outside the Community Room must be policed for litter resulting from the function.
- c) All trash must be removed prior to leaving the Community Room, and disposed of by persons in charge.
- d) All tables are to be wiped down and stored in the storage closet. Chairs are to be stacked and placed in the storage closet.
- e) Follow the prepared checklist when cleaning and closing the room.

CHECKLIST:

- _____ 1. All water turned off in bathrooms and kitchen area
- _____ 2. All Floors swept.
- _____ 3. Bathrooms and kitchen area cleaned
- _____ 4. Spills and spots cleaned off tables, floors, walls and/or windows
- _____ 5. Decorations removed
- _____ 6. Tables wiped down, folded and placed in storage closet.
- _____ 7. Chairs stacked and placed in storage closet.
- _____ 8. All trash removed
- _____ 9. Police outside area for litter, etc.
- _____ 10. Lights turned off, including restrooms.

COMMENTS:

Was the room in good and clean order when you arrived? _____

Renter Signature: _____ Date: _____

THANK YOU!