



**King Farm Citizens Assembly, Inc.**  
**Community Center Rental – Clean Up Check-List and Agreement**

After each event the community center should have the following items addressed by the resident renting the room:

1. **Vacuum all carpets ONLY.** (vacuum is provided).
  - a. Do not use bleach or use harmful chemicals on carpet.
  - b. Renters will be charged for carpet cleaning if necessary.
  
2. Empty trash and replace liner (provided by association), then placed bagged trash in the trash bins located outside (down the walkway to the left of the front doors of the community center).
  - a. Any trash left behind in bags or on floors, counters, etc., will result in the loss of your security deposit.
  
3. Clean kitchen if used (sweep/mop, clean countertops, remove any used dishes, remove any food/drinks that were placed in fridge).
  
4. Report any damage caused by homeowner or their guests.
  
5. Check and clean restroom (sweep/mop, empty trash, clean countertop).
  
6. Remove ALL decorations. If your decorations damage the paint, the cost of repair will be deducted from your deposit.
  - a. Tape and other adhesives are not allowed on the walls.
  - b. Confetti, glitter, glue, thumbtacks, and the like are not allowed.
  - c. Balloons are permitted but **MUST** be removed (including any that have floated to the ceiling) at the end of the rental period.
  
7. **Furnishings/furniture may not be removed or moved outside the facility.** Furniture that is moved during an event must be returned to its original location at the end of the event.
  - a. This includes folding chairs, which must be restacked in the chair holder headfirst. Stacking the chairs improperly creates a safety hazard and therefore will affect the return of the security deposit.
  
8. If changed during event, return the refrigerator/freezer and heating/ac system to their original settings.

**NOTE: Management has an inventory of all new items in Community Center. If there are any broken or missing items, you will be charged for replacement of that item/items.**

\_\_\_\_\_ Initial

AGREED TO AND ACKNOWLEDGED BY:

\_\_\_\_\_  
Homeowners Signature

\_\_\_\_\_  
Date