



## COMMUNITY ROOM RENTAL

Please print this checklist to complete at the end your rental of the Hampton House Community Room. Failure to complete these items may result in a fine.

- \_\_\_\_\_ Turn off the AV system
- \_\_\_\_\_ Remove all food and drinks
- \_\_\_\_\_ Remove all decorations
- \_\_\_\_\_ Remove all trash and take to the dumpster (by the tennis garage - between courts #4 & #5)
- \_\_\_\_\_ Place tables and chairs back in their designated location(s) (refer to the diagram in the closet for how to stack/store the chairs)
- \_\_\_\_\_ Return furniture to original location
- \_\_\_\_\_ Clean the kitchen (including the sink)
- \_\_\_\_\_ Sweep the floor
- \_\_\_\_\_ Make sure all the outside doors are locked
- \_\_\_\_\_ Return key(s) to the lock box outside of the Hampton House Office

Thank you for choosing the Hampton House for your rental. We hope you enjoyed your event!