

## Rental Check List

**Please note: One of our staff will meet you at the Center at the contracted start time to let you in the building and orient you. They will not be available to help set up. We are not able to accommodate setup prior to the start time or the previous day, due to other uses of the building.**

**Rules to Remember:**

**Person responsible for checkout must be present at the check-in time for orientation of the facility and cleanup procedures.**

**Kitchenette: Contains sink, microwave and refrigerator. Due to electrical limitations, additional appliances such as hot plates, griddles, etc. may not be used. No refunds will be given if there is a loss of electrical power due to use of outside appliances.**

**NOISE:**

**Please respect our neighbors. Front doors should remain closed when music is playing or other loud activities are occurring. No noise or partying should occur anywhere outside, in front of the building or in the parking lot. When the party is over, please leave quietly and quickly, especially after dark. If the neighbors complain about outside partying and noise, you will lose your deposit and police may be called.**

### **General**

- Rules**
1. Basement is off limits, as well as stairwells except as emergency exits
  2. No tape is to be used on any painted walls or doors (OK on wooden doors); clips on pillars may be used to hang decorations, lights, etc.
  3. Please DO NOT stand on chairs or stand or sit on tables, they are not designed for that and could collapse.
  4. Candles must be covered (in votives or hurricane glass) with something under them to prevent drips on the tables or floors

### **Checkout Items:**

#### **Bathrooms**

Check status of toilets – make sure all are flushed and no trash is left on floors

#### **Main Hall**

1. Return chairs and tables to proper storage (tables are to be as clean as they were to start and should be stored upright with legs facing back wall)
2. Trash and liquid spills must be cleaned from floors, including confetti, sequins, glitter (including glitter from table cloths, clothing etc.), cake, juice, soda, etc.
3. Remove decorations from pillars and doors
4. Don't leave debris (food, etc.) in the mop sink
5. Balloons must be popped if placed in the dumpster
6. **Additional cleaning fee will be charged if these items are not followed.**

### **Meeting Rooms**

1. Meeting rooms are not to be used unless rented, except to access tables

2. Trash and liquid spills should be cleaned from floors, including confetti, sequins, glitter, etc.
3. Turn off AC/heat pump if used
4. If kitchen used, clean sink, microwave and refrigerator as they were prior to rental
5. Additional cleaning fee may be charged if these items are not followed.

**Trash removal**

Put all trash into **LARGE** dumpster behind building; don't drag trash bags down hallway, as they may leak contents. **DO NOT USE SMALL DUMPSTER FOR TRASH**

**Closing**

1. Lock front door with Allen wrench
2. Turn off all lights except front foyer \_\_\_\_\_ initial

**When/how will my security deposit be refunded?**

If the rental spaces are left in satisfactory condition after your event (with no damages or extended use, and all rental policies were followed), Westchester Community Center staff will process your security deposit refund within two business days after the event. If you paid the security deposit by cash or check, you will receive a refund check from the office within one to two weeks. If you paid the security deposit by credit card, you will receive the security deposit amount credited back onto your card within two to three business days but it could take up to two billing cycles for the refund to be posted to the credit card.

**Why would the security deposit NOT be refunded?**

Your security deposit will be refunded in full, provided there are no violations of the rental policies outlined on the Rental Agreement. Security deposits will be forfeited for extended use beyond the reservation end time, use of non-reserved rooms and/or equipment, rooms/equipment being left in unacceptable condition upon completion of the event, or any others violations of the terms of the Rental Agreement. **If the neighbors complain about outside partying and noise, you will lose your deposit.**