

## LEDGEVIEW COMMUNITY CENTER RENTAL CHECKLIST

Make sure to have your contract with you on the day of your rental. Call-in staff will not allow your party access into the facility without verification of your contract.

**\*\*DO NOT DRAG TABLES ACROSS FLOORING.** We recommend 2 people to set up and take down tables so that they do not damage the flooring. Any damage done during your rental will be charged back to the renter or deducted from the security deposit.

DISCLOSURE: The Community Center is equipped with both indoor and outdoor security cameras throughout the entire building. Any security footage can and will be used to determine the source and/or the cause of any of damage or inappropriate behavior occurring during the event. The video footage is exclusively and solely property of the Town and may be obtained by through the open records process.

**Problems locking/unlocking, damage, or any building related issues MUST be reported immediately to the On-Call Town Employee at 920- 606-9897**

- To unlock the entrance doors to allow for free entry/exit, follow the access card directions below.
  - Swipe key card reader once (light will turn green). Open left door and walk inside. Let door close behind you.
  - Open door and go back to key card reader. Now swipe card reader once wait 3 seconds and swipe card reader again. NOTE: you should hear the doors lock in the open position.
- All decorations must be put up and taken down by the renter with the use of free standing easels. **Nails, tape, tacks, staples, wall putty, and screws are strictly prohibited. Glitter, confetti, rice, silly string, or natural flower petals are not allowed at any time.**
- Wipe down tables, counter tops, & chairs with washcloths. (Dishcloths are to be provided by renter.)
- The room must be left in Meeting Style set up as illustrated on the back of this checklist.
- Return all tables & chairs to the appropriate storage area where they were found.
- Clean refrigerator, stove, microwave, and coffee maker if used.
- Remove all food, decorations, and personal items brought in.
- Pick up and bag all paper, trash, and litter inside and outside of grounds.
  - Empty all trash and recycling bins in Community Room, kitchen, restrooms, hallway, lobby, and outside patio.
  - Replace with liners located in the Men's Bathroom Janitorial Closet.
  - Renter must take all used bags for private disposal. There is no dumpster located at this facility.
  - Sweep and mop all tile flooring making sure to remove all scuff marks.
- Vacuum all carpet flooring including entrance area.
- Return all cleaning supplies and equipment to the Janitor's Closet in the Men's Restroom.
- All lights are on a motion detector, so please DO NOT touch light switches. Temperature controls are locked, DO NOT touch control panel.
- TV monitors are not included in the rental; any damage done to the TV monitors is the responsibility of the Renter and charges will either be deducted from the security deposit or charged to the Renter.
- Parking is only allowed on paved surfaces. Parking on grass surface will result in a charge to the Renter to repair or replace turf
- Lock the entrance doors.
  - Before you lock the doors, make sure you have all your personal items out of the building. Once the doors are locked, the key card will deactivate and the security alarm will be set. There is no re-entry into the building.**
  - Locking the doors:
    - Swipe the key card once, wait 3 seconds, and swipe the key card again. NOTE: you should hear the doors lock.
    - **BEFORE LEAVING, PULL ON THE DOORS TO BE SURE THEY ARE SECURELY LOCKED.**
- Sign & date this form.
- Place form and key card inside the envelope marked with your name and rental information.
- Insert envelope in the drop box located to left of the key card pad, left of the Simplex panel.

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: This facility is expected to be left in the same condition the Renter found it. The Renter will be held responsible and billed for any unnecessary clean-up, losses, or damages. A service charge of \$80 will be assessed if Town personnel is called to correct any problem created by the Renter or if the facility is not locked and is left unsecured.

**NOTE:** In case of inclement weather and shelter is needed, please move into an interior room such as the restrooms or hallway, away from glass doors or windows.

**Room set-up in Meeting Style**

**Room should be left set-up in Meeting Style at the end of the rental**

