



Kent Commons Community Center Rental Clean-Up Checklist

The rental applicant is responsible for cleaning the room upon the conclusion of the event in accordance with the rules and regulations set forth in the Facility Rental Guide & Rental Contract.

You must be cleaned up and out of the facility by the designated time on your rental application. There should be **NO CLEAN-UP** required by Kent Commons Staff, or you will be charged for additional rental and staff fees for any additional time used.

(NOTE: 1-60 minutes = 1 hour. Clean-up will normally take one (1) hour for the Crystal Mountain Hall, Green River Room, and Kent Memorial Park Building.)

The checklist below is provided to assist you in the cleaning process.

Rental Applicant Responsibilities (All Cleaning Supplies are Provided) :

- Clean all counters and tables with disinfectant spray and clean towel
- Remove all decorations
- Stack all chairs & fold all tables and put them back exactly as they were (photos and directions are posted in each storage room)
- Sweep entire floor and dispose with dust pan
- Wet mop entire floor (WATER ONLY) and remove any streak marks left on floor
- Remove and place all garbage in dumpsters located outside the building
- Return all equipment and cleaning supplies to staff
- Vacuum carpet and/or rugs
- Vacuum hallway carpet if necessary

Kent Commons Staff Responsibilities:

- Conduct a pre-event room inspection for cleanliness and damage
- Inform your group of miscellaneous information
- Enforce rules and regulations
- Provide clean up supplies for your group
- Conduct post event room inspection for cleanliness, table & chairs put away properly, and damage

Any damage, unreturned equipment, uncleaned areas, or additional time may result in forfeiture of your damage deposit and/or denial of future rental use.