

RULES FOR USE OF THE HIGHLAND SHORES COMMUNITY CENTER

PROVIDED

3 - 6' Rectangular tables
4 - 60" Round banquet tables
10 - Square folding card tables
60 - Chairs (& 6 chair carts)
Water
Coffee (regular & decaf)
Creamer & sugar
Paper towels
Vacuum, mop, broom & dust pan
Dish soap
Club soda (for use in carpet spills)
Carpet cleaner

NOT PROVIDED

Ice
Cups
Utensils
Napkins
Trash bags (*bring outdoor-size bags)
Dishtowels
Potholders
Salt, pepper & condiments
Tablecloths
Sound system/radio

- **You MUST enter the Community Center through the side door.** The alarm panel is located on the right, just past the double doors to the closet. Be sure to check that all doors are locked prior to exiting the facility. Rear patio doors have additional interior slide bolts that must be secured (located at the top and bottom of the doors). **DO NOT FORGET TO LATCH BEFORE LEAVING.**
- **All tables and chairs are located inside the closet to the right of the alarm panel.** Please wipe down and return to the closet before leaving. Chairs must be put back on chair carts and stacked against the wall. Failure to properly store furniture will result in loss of deposit.
- **Please encourage your guests to empty liquids into the sink prior to placing in the trash.** Leaks from trash bags can result in additional charges and/or loss of deposit.
- **Should a spill occur, please clean it immediately.** There is club soda and carpet cleaner under the kitchen sink.

ANY DAMAGE TO THE FACILITY, CARPET OR FURNISHINGS WILL RESULT IN AN AUTOMATIC FOREFEITURE OF THE DEPOSIT.

- **All personal items must be removed by midnight.** We do not allow storage prior to or after the date of the rental.
- **Be sure to keep all three thermostats on the same temperature.** They are located by the alarm panel, the coat closet and in the hall by the restrooms. Upon exiting the facility, reset thermostat controls to 75 degrees in summer months and 70 degrees in winter months.
- **No balloons of any kind are allowed inside the facility.**

CLEAN UP:

TRASH – Place all garbage in large, outdoor-size trash bags, tie and leave in the kitchen. You must provide your own trash bags. All garbage must be contained inside the bags. Do not leave out loose items, such as boxes. The small, clear trash bags for the restrooms are provided and do not need to be emptied or changed.

REFRIGERATOR – Ensure that all of your items are removed from the refrigerator and wipe any spills that may have occurred.

VACUUM – There is a vacuum available inside the closet next to the women’s restroom. You are not required to vacuum, as this is part of the cleaning crew’s duties.

MOP – There is a mop and bucket available inside the closet across from the men’s restroom. You are not required to mop, as this is part of the cleaning crew’s duties.

ALARM – You are responsible for properly disarming and arming the system. The code will be provided at the time the key is checked out. **If the alarm is not armed or if it is set off, the Highland Village Police Department will be called automatically. If this occurs, \$50 will be deducted from the deposit.**

KEY – When you are ready to leave, ensure all doors are locked, set the alarm, exit through the side door and lock the facility. There is a metal drop box on the front porch. Be sure to drop your key in there when your rental is complete.

The cleaning crew is scheduled to come between midnight and 8 A.M. the following day. All personal items must be removed by midnight or will result in a forfeiture of the deposit and charged as a second day’s rental. The Community Center must be restored to the proper conditions after each use. Your assistance in expediting these procedures is appreciated.