



TOWN OF SUMMERVILLE PARKS & RECREATION
RENTER CHECKLIST FOR COMMUNITY CENTERS

In order for your Security Deposit to be refunded, the following must be completed immediately after use. A staff member will check the facility following each reservation to ensure compliance.

- **NO** smoking in building!
- **CLEAN and EXIT** by 10:00 PM!
- **NOTHING** may be attached to walls or ceiling. No marks shall be left on walls.
- Do **NOT** use staples in walls, wood, or furniture.
- **NO** surface frying. Cooktop is to be used for warming only.
- Grilling Permit (free of charge) **MUST** be obtained to grill outside.
- **NO** chafing dishes or open flames are allowed inside the building.
- Kitchen counters **MUST** be wiped clean (with mild detergent).
- Refrigerator **MUST** be wiped clean. Leave **NO** food or ice behind!
- Cooktop **MUST** be turned off and wiped clean.
- **ALL** floors must be swept. Kitchen and bathroom floors must also be mopped with mild floor cleaner (**DO NOT USE BLEACH ON FLOORS!**)
- Both bathrooms **MUST** be cleaned and disinfected.
- Tables and chairs **MUST** be wiped clean with a mild detergent and returned to their original location.
- Trash cans **MUST** be emptied. Garbage should be put in trash bags and placed in cans outside building.
- **ALL** trash outside building or in the parking area **MUST** be picked up (includes confetti and cigarette butts).
- Thermostat **MUST** be reset to appropriate temperatures (A/C: 78⁰; Heat: 65⁰) before exiting the building.
- Turn off **ALL** lights.
- **ALL** doors **MUST** be closed completely and locked.
- Key **MUST** be returned in the provided key box located in the kitchen area of community centers before exiting the rental facility.

*Please note that cleaning supplies and trash bags are **NOT** supplied – renter is responsible for providing his/her own. Toilet paper and hand towels will be provided in restrooms (though it is recommended that the renter bring refills).

Renter shall be held responsible if the area used is not left in the same condition at the end of usage as it was found to be at the beginning. If for any reason there is damage to any part of the area as a direct result of renter or renter’s guests, the extent of damage as determined by the sole discretion of the Town of Summerville, shall be determined and will be billed to the renter, and shall be paid no more than 30 days from the billing date. If payment is not received from the renter within that time, all future usage requests will be denied until such time as payment is received and, in addition, Town of Summerville may take legal action to recover costs, including attorney’s fees.

Signed: _____ **Date:** _____
 (Signature of User or Organization’s Representative)

Signed: _____ **Date:** _____
 (Witnessed by Town’s Representative)

Town of Summerville Parks & Recreation (M-F 7-3:30pm)
 515 W. Boundary Street, Summerville, SC 29485 * Office (843) 851-5211 * Fax (843) 851-5214
 After Hours & Weekends – Police Dispatch * (843) 875-1650 *