

Trenton Community Center

Renter's Responsibility

Cleaning after Rental

NEW GUIDELINES EFFECTIVE MAY 1, 2021

PLEASE READ CAREFULLY

ALL CLEANING SUPPLIES CAN BE FOUND INSIDE THE PLASTIC STORAGE BUILDING LOCATED ON THE PATIO

****CDC GUIDELINES MUST BE FOLLOWED**

1. **Tables and Chairs** must be fogged with disinfectant spray. The fogger is located inside the cleaning supply storage building. Once tables and chairs are dry, they may be placed back as they were found in order to clean the floors.
2. **All garbage must be bagged** and placed in red pick-up truck parked in lot. Extra bags in kitchen
3. **Tablecloths must be used** (not furnished)
4. **Floors must be cleaned after every rental.**
 - a. All floors must be cleaned. That includes the auditorium, kitchen, bathrooms and entranceway to auditorium. All countertops and appliances must also be cleaned.
 - b. **Cleaning is a two-step process**
 1. Use large dust mop to pick-up all loose debris
 2. Use mop and bucket to mop floors with warm water.
 - a. Water available in kitchen. **(IF FLOORS ARE NOT SWEEPED AND MOPPED, YOU WILL NOT GET YOUR DEPOSIT BACK)**
5. **All bathrooms are to be left clean.**
6. **DO NOT TAPE OR STICK ANYTHING ON FLOORS OR WALLS.** In the past tapes have damaged the floor and walls. You will be responsible for any damages.
7. **Deposit will NOT be refunded if not cleaned properly. Cleaning can be avoided by forfeiting \$150 cleaning fee and vacating the building one hour earlier.**
8. **WHEN BUILDING IS CLEANED AND READY TO LOCK CONTACT RONNIE OR KEITH. RESPONSIBLE PARTY MUST BE PRESENT OR DEPOSIT WILL NOT BE REFUNDED.**

IF YOU HAVE ANY QUESTIONS CONTACT:

Ronnie Cell Phone: 423-316-7443

Keith Cell Phone: 256-630-7003

NO ALCOHOLIC BEVERAGES ON PREMISES