

## **Multi purpose Room Use and Check off List**

**Applicant/Sponsor will accept full responsibility  
for damage to room or equipment used.**

### **1. Applicant Responsible for Clean up including:**

- ❖ Removal of trash if more than fits in barrels provided in room (you must take out of Towne Center as the bins provided throughout the parking lot are for tenant use here in the center only.
- ❖ Cleaning of floors – supplies provided in closet.
- ❖ Replacement of equipment or furniture if set up done by you. (If you paid for POA to set up and tear down, the furniture may remain in the room, after cleaning all trash and food items away)
- ❖ Turn off lights and air conditioner system
- ❖ Leave room in the same condition as when you arrived.

**2. No decorations, displays or similar attached to any facility surface, window or ceiling in such a manner as to cause damage or permanent marks on surfaces.**

**3. Food and Beverage service must be provided by applicant.**

**4. Set up may be done by Property Owners Association for a fee of \$25 set up, \$25 take down or the applicant may use whatever equipment/tables are available at the time of the event.**