

## Bell Canyon Community Center – Rental Check Out List

(Please make sure you allot at least one hour for your  
breakdown and clean up after your venue. All items on the checklist  
should be completed within your rental time. Premises must be vacated by  
11PM on weekdays, 1AM on weekends.)

Resident/Renters' Name – please print:	Phone Number:		
<b>COURTYARD AREA:</b>	<u>Yes</u>	<u>No</u>	
ALL trash, decorations, empty cups removed?			
ALL trash & debris bagged and put into rear dumpster?			
ALL tables & chairs have been brought in the social hall?			
<b>SOCIAL HALL:</b>			
ALL your linens removed from tables?			
ALL tables & chairs cleaned of food, liquids & other waste?			
ALL trash bagged, removed and put into rear dumpster?			
ALL decorations & equipment removed?			
FLOOR has been vacuumed of all debris (check under tables)? <i>Vacuum cleaner not provided.</i>			
RESTROOMS' trash bagged and all floor debris removed?			
AC system & lights turned off?			
FRONT doors & emergency exit doors locked?			
<b>COAT CLOSET:</b>			
ALL your personal items removed?			
<b>BAR AREA:</b>			
BAR counters & sinks wiped down and cleaned?			
ALL trash, glasses, bottles, boxes, etc. removed?			
<b>KITCHEN:</b>			
ALL prep counters, sinks & surfaces wiped down and cleaned?			
ALL floors swept and mopped?			
ALL food items removed from refrigerator and freezer?			
ALL trash bagged, removed and put into rear dumpster?			
<b>OUTSIDE/REAR KITCHEN AREA (if grill used):</b> ALL barbecue grill ashes shall be removed from premises to avoid fire hazard on grounds or in our garbage bins. We recommend that renters bring a steel container for removal of hot ashes. Caterers must provide protection for concrete (grill mat) to prevent oil/food stains. <b>Tents are not allowed – only canopies. Only 1 cooking/grill equipment can be used.</b>			
Locked kitchen rear door?			
DROPPED social hall keys in mail slot of the Association door?			

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resident/Renters' signature verifying above items completed and checked off:

\_\_\_\_\_  
(Signature)

**Submit completed/signed form to BCA office with  
social hall keys after your venue**

Security deposits are refunded after the event provided there is no damage and the facility is left clean, parking regulations have been adhered to, and all other rules and regulations have been followed.