



Holiday Lake Estates Civic Association

Community Center Clean-Up Checklist

The HLE Community Center is a 100% volunteer-run association.

Cleanup is the sole responsibility of the leasing party. The Community Center and all surrounding areas must be returned to their original condition immediately following your event. Failure to comply with these responsibilities may result in partial or full loss of your security deposit and/or additional cleanup or damage charges. Cleanup fees begin at \$75 and increase based on the number and severity of violations.



Required Cleaning Tasks - Please check off each item as completed:

Main Hall & Stage

- ☐ All debris and spills cleaned
- ☐ Floor swept and spot-mopped
- ☐ Tables and chairs returned to original layout

Bathrooms

- ☐ Floors swept and spot-mopped
- ☐ Counters and sinks wiped down
- ☐ No trash, paper products, or clogs left behind
- ☐ Report any bodily fluids, clogs, or hazards to HLECA immediately (*See Tier 3*)

Kitchen

- ☐ Floors swept and spot-mopped
- ☐ Countertops cleaned
- ☐ Stovetops cleaned (if applicable)
- ☐ All food and beverages removed
- ☐ All dishes, cookware, and utensils washed and returned to original location
- ☐ No food waste left in sinks, appliances, or fridge
- ☐ Report any clogs, appliance issues or hazards to HLECA immediately (*See Tier 3*)





Trash & Cleanup

- ☐ All trash collected and placed in outdoor bins with lids closed
- ☐ Front entrance and surrounding areas free from debris
- ☐ Cigarette receptacles cleaned (cigarette butts only may remain)
- ☐ Parking lot clear of litter, bottles, and food wrappers
- ☐ All decorations, personal items, and equipment removed

Vehicles

- ☐ All vehicles have been removed from the property by event end time
- ☐ No overnight parking

Cleanup & Damage Fee Schedule

Tier	Example	Fee
 Tier 1: Minor Oversights	One or two missed checklist items: e.g., trash not removed, chairs not reset, surface crumbs left	\$75.00 flat
 Tier 2: Moderate Non-Compliance of Rules & Regulations	Several items missed: decorations left, kitchen/bathroom floors uncleaned, food left behind, vehicles left on site	\$100–150
 Tier 3: Major Violations	Facility left in poor condition, bodily fluids or vomit, clogs, major indoor/outdoor mess	\$200 +
 Property Damage	Broken or vandalized items, permanent stains, plumbing damage	Full damage cost recovery & rental privileges revoked

REMEMBER:

- ✓ Cleaning must be completed by the end of your rental time
- ✓ HLECA reserves the right to assess additional charges for excessive mess or damage
- ✓ Review your signed contract for full policy terms

CLIENT SIGNATURE: _____, **DATE:** _____

Holiday Lake Estates Community Center Clean-Up Checklist

HLECA Notes

HLECA SIGNATURE: _____, **DATE:** _____