

LEXINGTON OAKS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE • 8875 HIDDEN RIVER PARKWAY • SUITE 270 • TAMPA, FLORIDA 33637

LEXINGTON OAKS COMMUNITY CENTER RENTAL CHECKLIST

1. After cleaning all tables and chairs, return them to their appropriate place(s).
2. Vacuum the carpeted areas and sweep the tiled areas. In case of spillage, mop the tiled areas and wipe the carpeted areas.
3. Clean the kitchen area to include appliances and counter tops.
4. Pick up, bag and dispose of all trash using the Center dumpster. If any trash is left in the parking area, dispose of in the dumpster.
5. Lock and secure all doors within the Community Center. This is to include all exterior doors, the interior doors to the restrooms and the interior doors to the fitness center.
6. Turn off all lights and fans. If any appliances were plugged in by you, unplug them before leaving.
7. Set the alarm when leaving using your assigned code. Your assigned code will be taken out of the system the day following the rental. GIVE YOUR CODE TO NO ONE.

PLEASE FULLY COMPLETE THIS FORM. YOU MUST RETURN YOUR KEY TO THE OFFICE TO RETRIEVE YOUR SECURITY DEPOSIT CHECK.

RENTER NAME (printed) _____
ADDRESS _____
TELEPHONE NUMBER _____
KEY NUMBER _____
SIGNATURE _____