

**LPCC RENTER’S RESPONSIBILITIES LIST**

**WHEN YOU ARRIVE:**

You may arrive NO EARLIER than the Start Time on your contract and listed above, unless you have written approval from the Rental Agent.

Upon arrival, if anything is not suitably cleaned, anything is not working properly, or there are other issues, **immediately** email a detailed description and pictures to [LPCCRental@gmail.com](mailto:LPCCRental@gmail.com).

For urgent matters, call the Rental Agent at (703) 705-1074.

**BEFORE YOU LEAVE:**

You are responsible for performing ALL of the tasks below, unless your contract shows that you paid for the specific task as an “add-on,” to be done on your behalf. Place an **X** in the box next to each task you paid for as an add-on and place a **✓** next to each of the other tasks as you do them. Sign and then leave the completed checklist on the counter in the small kitchen.



<b>Remove Decorations, Trash, and Recycling:</b> Remove all decorations, tape, and hanging items.	
Bag all <b>indoor</b> trash. Don’t forget the bathrooms!	
Bag all <b>outdoor</b> trash.	
Place trash in bins in the outdoor trash corral outside the kitchen door. Recyclable items should be placed <b>directly</b> in the outdoor bins - not in plastic bags!	
<b>Wipe Down and Put Away all Furniture:</b> Wipe down tables and chairs, as needed.	
Return tables and chairs to their original locations.	
Follow the posted signs that show how to store the furniture.	
<b>Kitchens:</b> Put all food waste into trash cans <b>NOT IN SINKS</b> . (We do not have a garbage disposal.)	
Wash and dry all dishes and utensils that you used. Return them to their location.	
Remove all food, beverages, and ice from the refrigerators and freezer.	
Take leftover ice home; do not leave it in the sink or dump it on the grass.	

<b>Security and Utilities:</b> Reset four (4) thermostats per posted signs.	
Turn off all <b>interior</b> lights and fans.	
Leave <b>exterior</b> lights on.	
Close and lock all windows.	
Lock all doors.	

**If the LPCC needs to perform any tasks you do not complete, a fee for that service will be deducted from your security deposit. If an unscheduled cleaning is required, the minimum charge is \$190.00. If the cleaning takes longer than one labor hour, additional labor will be charged at \$60.00/hr/person.**

Contact the Rental Agent at LPCCRental@gmail.com with any questions or concerns. Please sign below, affirming you have completed all tasks that you have not paid for as add-ons (those should be marked with an "X," above).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print your name: \_\_\_\_\_

**LEAVE THIS COMPLETED AND SIGNED CHECKLIST ON THE COUNTER IN THE SMALL KITCHEN.**

**Thank you for caring for the Lyon Park Community Center!**

## **Lyon Park Community Center and Grounds**

### **USAGE RULES**

Our community center and park, nestled among our neighbor's homes, is treasured for its tranquil setting, old growth trees, and children's play area. We must require that you, your guests, and any vendors comply with the Good Neighbor and other usage rules listed here to protect our license to operate and to maintain positive relationships with our neighbors.

Please review your entire Rental Agreement and these Usage Rules carefully.

To help ensure compliance, a minimum deduction of \$100 may be withheld from a security deposit for each Usage Rule violation or neighbor complaint. In cases of significant violations, including excessive noise, disorderly conduct, or non-compliance by a renter after a warning, the full security deposit may be deemed forfeited, at the discretion of the Chair of the Board of Governors.

#### **GOOD NEIGHBOR RULES**

- No one is allowed to be on the patio or in the park STARTING AT SUNSET.
- All evening events must end NO LATER THAN 10 pm with music off, guests leaving, and cleanup underway.
- Music may not be played outside of the building (on the patio or in the park), amplified or unamplified.
- Doors and windows must be closed when music is playing inside.
- Music must be played at a level that does not bother neighbors.
- Alcohol may not be served or conspicuously consumed outside the building.
- A maximum of 150 guests, inside and outside the building, is enforced at all times by order of the Fire Marshal.
- The legal renter or their Authorized Representative must be present at all times during the event, available by cell phone, and may not share door combinations with anyone else.

#### **GROUNDS RULES**

- Tents, inflatables, petting zoos, games, are allowed in the park under the following conditions: use is stipulated in your Rental Agreement; grounds fees are paid; set up and taken down occurs within your rental time period; and, they are not used inside the building. We recommend contracting with Arlington County TEAM (703-228-4747). If another company is used, a Certificate of Insurance covering the LPCC must be provided to the Rental Agent at least ten days before the event.
- Grills are allowed in the park under the following conditions: they are hand carried; they are NOT used on the patio; ashes are completely removed from the premises. Do not dump ashes in the park, in the park trash cans, or in the carts in the trash corral.
- Remove all exterior decorations and 'No Parking' signs, posted by you or the County.
- All trash and recyclables that won't fit inside the outdoor carts with the lids CLOSED must be removed from the premises when you leave.

#### **FACILITY RULES**

- Honor your rental period (including the arrival and departure of all rented items). You will be charged additional rent in one-hour increments if you, your guests, or your vendors are on-site without written permission at any time other than the date and time period stated at the top of your Rental Agreement.
- Alcoholic beverages are allowed in the building in accordance with VA law: <http://www.abc.virginia.gov/licensing/banquet.htm>
- Do not take indoor-only furniture outside. This includes on the patio.
- To ensure renter accountability for damage and unauthorized access, the LPCC Board installed a video camera security system. Recordings may be reviewed to verify renter compliance with the Rental Agreement, including all items on the Renters Responsibilities List and in the Usage Rules.