

**SUMMERFIELD OF AMHERST**  
**COMMUNITY CENTER RESERVATION FORM**

Updated: February 2025

Date Submitted \_\_\_\_\_

Resident Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Email address \_\_\_\_\_

Requested Reservation Date –

Time Requested: From \_\_\_\_\_ To \_\_\_\_\_

Estimated Number of Guests (Maximum capacity is 66) \_\_\_\_\_

Type of Function \_\_\_\_\_

Will the gas grills be used? \_\_\_\_\_

Date Usage Fee Paid \_\_\_\_\_ Check # \_\_\_\_\_

I have read and agree to the terms and conditions governing the use of the Community Building. I will leave the community building neat and clean and in the same condition as I found it. I understand that I will be billed for damages done to the building or its furnishings and that I am responsible for cleaning costs should I fail to satisfactorily clean it myself. The usage fee is \$100.00 and is payable to the Summerfield of Amherst Condo Association.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please note: Please read and agree to the items on page 2. A signature is also required at the bottom of page 2.**

**SUMMERFIELD OF AMHERST**  
**COMMUNITY CENTER CHECKLIST**

This checklist has been provided to assist with cleaning and securing the building after any function. Failure to properly clean and secure the Community Center could result in denial of future request(s) to use the Community Center.

1. Vacuum all carpets.
2. If there have been spills on the carpet, every effort should be made to clean the spill. If the stain cannot be removed, it is the Resident's responsibility to notify the Board of Directors of the spill.
3. Trash is to be collected from both restrooms and the kitchen and taken home by the Resident who sponsored the function. There is no trash pickup at the Community Center.
4. The kitchen is to be thoroughly cleaned if used. The floor is to be swept (unless there is a spill), stove & oven cleaned, and countertops washed & cleaned. The refrigerator is to be left empty and clean. All leftover food, drinks, condiments, and paper products are to be removed.
5. If the dishwasher is used, it is to be emptied completely and all dishes and silverware returned to the armoire. The silverware is to be separated into the appropriate caddies. The silver should be wiped before storing to avoid spotting. If the Community Center has been reserved for the day following the event, this step may be accomplished on that day.
6. Inspect the bathrooms and clean as necessary.
7. Turn off the fireplace, if used.
8. Turn off all lights.
9. The thermostat should be set as follows:
  - a. Off in summer
  - b. 55 degrees in winter
10. Close and lock all doors and windows.
11. The room will be inspected after the event to ensure it is left in good condition. If not cleaning or damages charges may result.
12. No parking is allowed in the space directly in front of the mailroom. You are responsible to ensure your guests do not park in that space.

I have read and agree to the items listed above.

Signed: \_\_\_\_\_