



RENTER CLEAN-UP RESPONSIBILITIES

Be sure to start your cleanup **at least 1 hour before** your rental end time. The clean up of this facility is a large task. Be sure to have a designated group of **at least 5-7** individuals for clean-up.

Please follow all instructions provided by the Facility Attendant. They are present to ensure you complete the RENTER CLEAN-UP RESPONSIBILITIES, failing to do so may result in forfeiture of the rental deposit, and/or charges for additional cleaning.

1. Your cleaning responsibilities are:

AUDITORIUM/PATIO:

- Remove all decoration and event-related items from ceiling, stage, tables, chairs, bar, floors and walls.
- Wipe off tables, and chairs, and return to racks
- Wipe off bar area
- Place trash in bags provided and remove from building to outside dumpster
- Sweep floors.
- All personal equipment and/or items rented elsewhere removed from building. Delivery and removal of items allowed only during rental hours.
- Patio- remove all event items and dispose of garbage in dumpster.

IN KITCHEN

- Clean all surfaces: counters, appliances, ovens, grill, burners, microwave, refrigerators, ice machine, etc.
- Sweep and mop floor
- Place trash in bags provided and remove from building to outside dumpsters
- Make sure no food is left in oven, microwave, refrigerators or in sink drains
- All sinks scrubbed and cleaned, disposal sinks emptied. Dishwasher food catcher emptied.
- Remove all event dishes, utensils, tableware, decoration, ect.

IN RESTROOMS

- Wipe off counters and sinks.
- Place trash in provided bags and remove from building to outside dumpsters
- Sweep floors

ENTRANCE AREA

- Sweep lobby area

PARKING LOT

- Pick up any empty cups, bottles and cans, garbage, cigarette butts, etc. from your event

CLUBROOMS

- Wipe off tables, and chairs, and return to racks
- Remove all decoration and event related items from ceiling, tables, chairs, floors and walls.
- All personal equipment and/or items rented elsewhere removed from building.
- Place trash in bags provided and remove from room to outside dumpster
- Sweep floors.

2. YOU are responsible for the set-up and removal of all decorations and equipment used during your event. Decorations must be flame retardant material. No confetti, glitter, rice, or any other small material is allowed in or around the facility. **The use of fog machines, candles, open flame, or pyrotechnics of any kind are prohibited. Nails, screws, scotch tape, duct tape, glue, staples, pins, etc. are not permitted.**
3. Check to make sure that there are no damages to the facility including the use of nails, tape on painted surfaces, tacks, staples, etc., or any damage to the floors, walls, equipment, landscaping, etc. Charges for any damage to the above mentioned items will be determined at the discretion of the Custodian/Recreation Supervisor.
4. You will be charged \$75 if garbage or decorations are not removed from the facility appropriately.
5. Any additional staff time needed to clean the facility or repair or replace damages will be charged at 2 times the hourly rate. Examples: facility cleaning, cleaning or replacing furnishings, damages to the facility inside or outside. Additional fees will result in the deduction or forfeit of your damages deposit. You will be billed for any damages not covered by your deposit.

I understand and agree to abide by the RENTER CLEAN-UP RESPONSIBILITIES.

Renter's Signature

Date Signed