



## USER Guidelines for Building Clean-up & Closing Procedures

1. The building should be left as clean as it was found.
2. Any spills should be mopped up immediately following the accident. If spilled on a carpeted surface, quickly absorb as much liquid as you can and notify the Club representative of the spill so extraction can be done as soon as possible.
3. The entire building shall be walked by the authorized representative to pick-up trash, drink containers, etc. All event trash should be removed from the facility in the gray trash cart (with wheels) to prevent carpet stains as bags occasionally drip or spill.
4. The parking lots in front of the Club and the adjoining park property shall be walked and any trash associated with your event shall be picked-up and disposed of in Club trash dumpsters.
5. Restrooms are to be cleaned up prior to the end of your event and your departure from the building.
6. All decorations, pin-ups, table coverings, etc., shall be removed and cleared from the building. Thumb tacks, staples and tape shall be removed from all Club property.
7. The kitchen, if used, must be left the way you found it. The ovens, stove tops, dishwashers, warming tables, coffee machines, refrigeration units and ice machine shall be cleaned prior to the end of your event.
8. If Club chairs and tables have been used for your event, please fold and stack all chairs and tables on the appropriate rack equipment. Club personnel will place them in storage the following business day.
9. All rented items from outside vendors, if not picked up on the day of your event, shall be stacked and placed inside and near the entrance to your event room. Arrangements for their pick-up shall be made prior to your event. The Club can not be responsible for any rented items from outside vendors.

I have read and understand all the conditions of my rental agreement and all the Building Clean-up & Closing Procedures above.

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User/Authorized Representative's Signature

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Date