



Cameron Park Community Center Renters Clean-up Responsibilities

This checklist is designed to help clarify what your clean-up responsibilities are during and after your event. **The renter must allow at least one hour after the event is over for cleanup.**

Table and Chair Setup, take down and storage will be completed by CSD Staff. Any damage or additional custodial cleaning time needed will be charged to the renter. Any extra hours in facility will result in a charge to the renter at 1½-times the hourly fee rate.

FACILITY CLEANUP:

1. Dispose of all loose trash (paper plates, napkins, plastic glasses, decorations, etc.)
2. Make sure all trash bags are tied and removed from the facility, placed in dumpsters outside the facility.
3. Place any/all recyclable materials together in the recycling containers, place recycling containers outside the building.
4. Remove any/all personal equipment, personal belongings, decorations, or anything that may belong to your group, items left behind will be discarded.
5. If spills occur during your event, please spot mop the floor. The Floors need to be mopped clear of spills and/or sticky residue after event is over. If the floors are left sticky, there will be an additional custodial charge to renter.
6. Wipe off all tables and chairs with cleaner before they are put away.
7. It is the renter's responsibility to have all guests attending your event leave promptly at the ending time indicated on your application. **Failure to do so will result in overtime charges at 1½-times the regular rate for all staff and/or facility charges.**
8. The outside of facility **MUST** be cleaned of any trash, bottles, cans, debris, etc. Your deposit will be held if it is not cleaned.

KITCHEN:

1. **DO NOT** dump ice or grease or anything on the landscaping or down the floor drain.
2. Drain the sinks of dirty water, food particles and dishes.
3. Please report any stoppage to CSD staff on duty.
4. Wipe down all counter tops, sinks and stoves with disinfectant.
5. All trash needs to be bagged and taken out to the dumpster.
6. Remove all your food items from the refrigerator and freezer. Any items left behind will be disposed of by CSD Staff.
7. If kitchen equipment is used, please restore it to its original condition.
8. Sweep and mop Kitchen floor prior to leaving the facility.

Please identify the main contact person during and after your event: _____

I HAVE READ AND UNDERSTAND THE CLEANING RESPONSIBILITIES LISTED ABOVE:

Print Name/Event Date

Signature of Renter/Today's Date