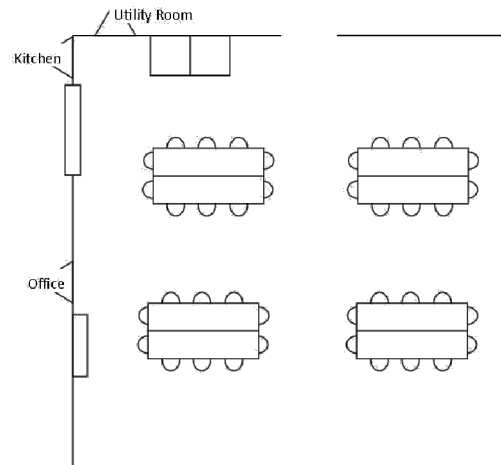


POST-EVENT CLEAN-UP CHECKLIST

After your event is complete, you are required to have the Community Center/Kitchens/Bathrooms back to the state that they were prior to your event. This is a list of the most common items that need to be taken care in order to make this happen. *Please note that this is not a comprehensive list and will depend on what you do during your event/rental.*

CENTER

- Decorations (balloons, crepe paper, bells, posters, etc.) must be completely removed – including tape, string, etc. that was used to hang the decorations from event on walls, ceiling, windows, doors, etc.
- Empty garbage cans and take out bags:
 - Dispose of garbage into the Great American Disposal dumpster. A key labeled “G” is on the set of keys for the community center
 - Boxes are to be broken down and placed in the Eagle Waste and Recycling Dumpster. A key labeled “R” is on the set of keys for the community center.
- Tables
 - Wipe off all tables before putting them back or putting them away
 - Put away gray tables; keep out tan tables
 - Put tables back to their original locations
 - Put away chairs – keep out 40
- Chairs
 - Put chairs on top of tables—there should be 10 chairs for each set of tables
- Floor
 - Sweep
 - Mop/spot mop floor in community center



BATHROOMS

- Empty bathroom garbage cans and take out bags
 - A garbage sticker should be attached to each bag
 - All garbage must be removed from building and placed in the enclosed storage area outside kitchen door
- Check bathroom floor and mop if necessary

KITCHEN

- All food spills must be removed and washed cleaned—this includes (but is not limited to) cabinets, refrigerators, stoves, ovens and warming/serving table
- Wash, dry and put away dishes
- Sinks must be cleaned & dried
- Empty kitchen garbage cans and take out bags to GAD Dumpster-Key labeled “G” on key ring
- Clean & wipe dry all counters in kitchen
- Sweep & mop kitchen floor – move mats out of the way and clean under those too
- Kitchen linen, if used, is to be washed and returned within 3 days of use of facility.

Violation of the Community Center rules including failure to clean-up and restore Community Center to its pre-event setup can result in the loss of you security deposit and/or you will not be allowed the use of facilities in the future.