

Set up/Clean up Responsibilities

- Set up and/or Decorating Time is included in the rental time. Additional set up and/or decorating time can be purchased.
- Tables, chairs, kitchen facility must be cleaned and wiped down. All food shall be removed from premises.
- Clean up is the responsibility of the Renter.*
- The room needs to be returned to the same condition it was in prior to the event.
- Fees includes table and chair set up and take down by staff.
- Hours requested should include time for the Renter's set up and clean up needs. Individuals associated with the event will not be allowed to enter the facility before the time indicated. All individuals associated with the event must vacate the facility by the indicated ending time.
- Delivery/pick up of supplies or equipment must occur at the facility during the rental.
- Nothing can remain after the event.
- Woodland Community & Senior Center staff is not responsible for any items left in the facility after your scheduled event has concluded.
- Persons in charge during event will make contact with staff at the designated starting time to sign in and do a walk through. This same person must be available to staff throughout the event and will sign-off at the conclusion of the event.
- Candles, open flame, or pyrotechnics of any kind are not permitted at the Woodland Community & Senior Center.

The City supports a comprehensive recycling program that includes paper, bottles, cans, and cardboard. All recyclables should be kept separate from trash and placed in designated receptacle.

A Clean-up check list will be provided for each rental.

Clean-up Checklist

Additional fees will be charged to Renter for any damage(s) resulting from use of unauthorized cleaning supplies.

Renters, please allow 15 minutes prior to event start and event finish for a required walk through with a Community & Senior Center staff person.

If due to the fault of the renter the walk through does not occur, the Renter waives the right to dispute any decision made by the staff member regarding the final condition of the building.

- | | | | |
|---------------------------------------|---------------------------------------|---|----------------------------------|
| <input type="checkbox"/> Banquet Room | <input type="checkbox"/> Patio | <input type="checkbox"/> Meeting Room # _____ | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Youth Center | <input type="checkbox"/> Haarberg Gym | <input type="checkbox"/> Arts & Crafts | <input type="checkbox"/> Lobby |
| <input type="checkbox"/> Other _____ | | | |

Responsible person _____

Facility Clean-up

Kitchen

- Clean sinks out
- Floor swept and mopped
- All garbage bags tied and put in dumpsters
- Counters wiped off Stove top and burners cleaned off (if used)
- Oven wiped clean Grill cleaned Refrigerators cleaned out (if used)
- Microwave cleaned out (if used)
- All trash picked up and put in trash cans
- Walls cleaned, please report any marks to staff
- Report any damage or breakage to staff

All Rooms

- Floor swept
- All garbage bags tied and put in dumpsters Counters wiped off
- All trash picked up and put in trash cans
- Walls cleaned, report any marks to staff Report any damage or breakage to staff

Outside areas

- All trash picked up and put in trash cans

All Areas

- All Renters Equipment, Decorations, Supplies picked up
- Items left after the event will be discarded

Verifying City Staff Member: _____

Date _____ Time in _____ Time Out _____

Renters Signature _____

Staff Signature _____