

THE EMORY

CLEAN UP PROCEDURES

1. Renter shall provide paper towel, rags and cleaning solution wipe down kitchen, bathroom, and bar counters. Renter must provide all cleaning products and supplies if they choose to clean themselves.
2. Clean-up MUST be completed within 1 hour after the contracted rental time of the facility. A \$150.00 per hour charge will be assessed if renter does not comply.
3. Clean, fold and stack chairs and return chair caddies to designated location. Tables to be cleaned folded and return to designated location. Make sure all tables and chairs are not damaged or sticky
4. Wipe down and counters and sinks, sweep and mop floor throughout.
5. Remove all trash from the premises, including bathrooms, kitchen, bar area and main hall. It is the renters responsibility to dispose of all trash in the garbage receptacle at The Emory.
6. Pick up all trash, cigarette butts and debris from outside the hall and the parking lot. Failure to do so will result in a minimum charge of \$50.00, up to the full cleaning deposit.
7. No decorations of any sort may be hung from the ceiling or walls in ANY part of the hall. Any decorations must be free standing and not attached to the structure in any way.
8. Remove all food and beverages from refrigerator and freezer. Clean and wipe down inside and outside of refrigerator and freezer.
9. Shut off all lights, except the night light, air conditioning units, fans,
10. HALL WILL BE IN THE CONDITION IT WAS RECEIVED. Failure to abide by any of the conditions above will result in forfeiture of ENTIRE deposit.
11. The Emory can provide cleaning services for a fee, please ask about cleaning services.

By signing, you acknowledge that you have read and understand the cleaning requirements.

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Print Name Here

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Renter signature

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Date