

**THE EMORY**

**CLEAN UP PROCEDURES**

1. Renter shall provide trashcan liners (45-55 gallon), paper towel, rags and cleaning solution wipe down kitchen, bathroom, and bar counters. Brooms , mops, buckets, and vacuum are located in storeroom in hall.

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. Dispose of all trash in trash bin behind hall before leaving. All trash is to be bagged and sealed before disposal**

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 ABOVE WILL RESULT IN THE FORFEITURE OF ALL OR PART OF THE SECURITY AND/OR CLEANING DEPOSIT**

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

\_\_\_\_print name here\_\_\_\_\_

\_\_\_\_\_Date\_\_\_\_\_

Renter      signature

\*\*\*\*\* A CLEANING SERVICE IS AVAILABLE, PLEASE CONTACT THE EMORY FOR A CLEANUP FEE SCHEDULE... 603-4255