Town of Windsor
Parks and Recreation Department
9291 Old Redwood Highway
Building 300D
Windsor, CA 95492
Phone: 838-1260 Fax: 838-1264

EVENT TYPE: _____ EVENT DATE: _____

FACILITY USED:
_____ Windsor Community Center _____ Huerta Gymnasium _____ Senior Center

RENTERS CLEAN-UP RESPONSIBILITIES

This checklist is designed to help clarify clean-up responsibilities before, during and after your event. **The renter must allow at least one hour after the event is over for clean-up.** Table and chair setup, take down and storage will be completed by Town staff. Any damage or additional custodial cleaning time will be charged to the renter. Extra hours in the facility outside scheduled allotted time, will result in charges to the renter at 1½ times the hourly rental rate. A portion or all the deposit will be forfeited if cleanup responsibilities listed below are not adhered to.

FACILITY CLEANUP:

- ☐ Dispose of all loose trash (paper plates, napkins, plastic glasses, decorations, etc.)
- ☐ Make sure all trash bags are tied and removed from the facility, placed in dumpsters outside the facility.
- ☐ Place any/all recyclable materials together in the recycling containers, place recycling containers outside the facility.
- ☐ Remove any/all personal equipment, personal belongings, decorations, or anything that may belong to your group, items left behind will be discarded.
- ☐ 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. If the floors are left sticky, there will be an additional custodial charge to renter.
- ☐ Wipe off all tables and chairs with cleanser before they are put away.
- ☐ It is the renter's responsibility to have all guests attending your event leave promptly at the end time indicated on your contract. **Failure to do so will result in overtime charges at 1½-times the rental rate for additional staff time and/or facility usage.**
- ☐ The outside of facility MUST be cleaned of any trash, bottles, cans, debris, etc.

KITCHEN:

- ☐ DO NOT dump ice, grease, or anything on landscape or down floor drains. Please dispose of contents properly in outside garbage dumpster.
- ☐ Drain the sinks of dirty water, food particles and clean all equipment.
- ☐ Please report any stoppage to Town staff on duty.
- ☐ Wipe down all counter tops, sinks and stoves with disinfectant.
- ☐ All trash needs to be bagged and taken out to the dumpster.
- ☐ Remove all your food items from the refrigerator and freezer. Items left behind will be disposed of by Town of Windsor Staff.
- ☐ If kitchen equipment is used, please restore it to its original condition.
- ☐ Sweep and mop Kitchen floor prior to leaving the facility.

Please identify the main contact person for the duration of your event: _____. This person must remain on site during the duration of the event, cleanup and walkthrough with Town staff.

I HAVE READ AND UNDERSTAND THE CLEANING RESPONSIBILITIES LISTED ABOVE:

_____ _____

Signature of Renter **Today's Date**