

CORDELIA FIRE HALL CLEAN UP PROCEDURES

- Renter shall provide trashcan liners (45-55 gal), paper towels, and rags to wipe down kitchen and bathroom. Brooms, mops, buckets, and spray bottles of cleaning solutions are located outside the back door thru the bar entrance.
- Clean up must be completed during the contracted rental time, by 12am. A \$100.00 per hour charge will occur if renter remains in hall after contracted time.
- Clean, fold and stack tables and chairs on storage caddies and return caddies to cabinets. Make sure tables and chairs are clean and not sticky.
- Wipe off counters, sweep and mop floors in main room, kitchen, and bathroom.
- Remove trash from hall, kitchen and bathrooms. Empty trash into dumpster located in corner of parking lot. Break down all boxes and tie bags and set next to dumpster if full. Garbage cans MUST be cleaned out.
- Pick up all trash and debris from outside of hall (including the street and in front of the residences across from the hall) and the parking lot area.
- Remove all decorations and masking tape from tables, walls, ceiling, and other fixtures. DO NOT USE staples, scotch tape, tacks and fasteners of any type that will damage the ceiling tiles.
- Remove all food, beverages, etc. from refrigerator.
- Shut off all lights, heating, or air conditioning.
- LEAVE KEY ON TOP OF THE BAR IN PLAIN VIEW.
- Hall will be in condition that it was received. Failure to abide to the above will result in forfeit of all or part of your cleaning deposit.

Acknowledgement

Date

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

*****If firefighters have to clean the hall or outside area after your function, an additional cost of \$25.00 per hour per firefighter will be deducted from the deposit for the amount of time they clean.*****