

COMMUNITY CENTER RESERVATION RESPONSIBILITIES FORM

IMMEDIATELY after your function please complete each item on this form. It **IS NOT** acceptable to delay cleaning until the following day unless you have reserved that time. Use the sanitation cleaning solutions on surfaces, chairs, tables and floors. **DO NOT** leave crumbs, trash, tables, chairs or cleaning items out. The facility should be left exactly how it was found, if not, unit leadership will be contacted to collect payment.

Please complete and initial the below responsibilities then have a staff member walk through and sign off on the form.

Customer
Initials

Staff
Initials

- | | | |
|-------|---|-------|
| <hr/> | All decorations and/or materials removed with no residue remaining. | <hr/> |
| <hr/> | Tables and chairs cleaned, sanitized, and stacked neatly, and returned to original storage area. | <hr/> |
| <hr/> | Consolidate equipment into a central location or return to the original location. | <hr/> |
| <hr/> | Stage, hard surface floors, and/or kitchen, if applicable, cleared, swept, and mopped. | <hr/> |
| <hr/> | Carpeted areas are cleared and vacuumed. Carpet is checked for stains, notate below if found. List color, size, and location of the carpet. Director must be notified if staining is found. | <hr/> |
| <hr/> | Ensure all trash is picked up, empty all trash containers, and take trash to the dumpsters located in the front parking lot. If at Yujo, ask staff where to dispose of trash. | <hr/> |
| <hr/> | Check outside of the building for any trash and/or lost items. | <hr/> |

Did the community center meet your needs?... Recommendations for our team/facility?

Staff Notes:

Event POC Name:

Event POC Signature:

Event Date:

Staff Member Name:

Staff Member Signature:

Date: