

Community Center Cleaning Check List

Cleaning Procedures. The Renter must clean and return the Community Center to its original state the same day of the event. Cleaning includes, but it not limited to, the following:

- _____ Pick up all garbage.
- _____ Take out all garbage to the dumpster out the north or west door.
- _____ Wipe tables off.
- _____ Return tables to where you found them.
- _____ Push all chairs in and return chairs to where you found them.
- _____ Vacuum the floor. Vacuum is in closet in northwest corner of the dining room.
- _____ Sweep kitchen, entrance, and dining floor.
- _____ Wipe off counter tops.
- _____ Remove your dish soap and towels.
- _____ Turn off the lights.
- _____ Lock the door.
- _____ If your guests have used Memory Park at the corner of 2nd Ave & 10th Street be sure that all garbage has been picked up there as well.

Community Center Policies

Kitchen – Only counters and sinks are available for public use. Items in drawers or cupboards are not available to use. This includes utensils, pots, pans, flatware, dishes, coffee pots, dishwasher, and refrigerator or freezer. Items marked for Senior Dining are off limits. Renter must supply own dishcloths, dish soap, and garbage bags. Garbage can be put in dumpster and recycling may be placed in recycling bin which are located on the north side of the building.

Alcohol – NO ALCOHOL IS ALLOWED within the Community Center, on the sidewalk, or on the street around the building. Any evidence of possession or consumption of alcohol will result in an automatic loss of the damage deposit.

Smoking/Tobacco – NO SMOKING OR TOBACCO ARE ALLOWED within the Community Center, on the sidewalk, or on the street around the building. Any evidence of possession or use of smoking/tobacco products will result in an automatic loss of the damage deposit. Smoking products include, but are not limited to, tobacco, cigarettes, cigars, vaping products, pipes, e-cigarettes, and chewing tobacco.

Pets & Animals - No animals, other than service animals, will be allowed inside the Community Center. All service animals inside the building must be wearing their official service vest at all times.

Liquids – The use of any type of red beverage (juice, kool-aid, lemonade, etc.) is not permitted. Any evidence of possession or use of red beverages will result in an automatic loss of the damage deposit.

Tables & Chairs – There are round and rectangular tables to use with chairs. Tables and chairs can be moved to accommodate your event. Tables and chairs must be returned to the original position of when you arrived at the Community Center.

Electronic Equipment – A projector is available to use to display a presentation, watch a movie, or use in other capacities as allowed by the receiver equipment. The equipment to operate the projector and speakers are located in the northwest closet of the dining room. Please refer to the instructions located in the closet near the equipment on how to properly operate the equipment. Any tampering, damages, or misuse of the equipment will result in a loss to the damage deposit and any additional costs.

Hex Key – A hex key is on the ring of keys to unlock the Community Center doors. The key can be used to keep the south and southeast door open during your event. Please ensure that the doors are locked after your event.

Closing Time – Events must conclude by midnight of the scheduled event and be cleaned and vacated no later than 12:30 a.m. Any event that does not oblige to the closing time rule may lose their damage deposit.

Damages – The Renter will reimburse the City any additional costs past the deposit amount necessary to replace or repair any and all damage done to the building by the responsible parties of the rental agreement, guests, and others present at the Community Center during the event.