Mary Agatha Furth Center
8400 Old Redwood Highway
Windsor, CA 95492

Cleanup Check List for Hall

When your contact person arrives at the hall, have them check in with the event supervisor regarding the cleanup of the hall at the end of the function. The facility must be left in the same condition that you received it. The following are guidelines for cleanup.

Closing time. The event must end a minimum of 1 hour before the scheduled move out time.
At the end of the event, the lights are turned on and the music is turned off to signal the end of the event.
Event Managers are urged to inform their guests of the end time at least 10 minutes in advance on the closing.

Floors

- Pick up trash and food-stuff spilled on the carpet and discard in the trash.
- Sponge any spills on the carpet. Ask event supervisor for sponges, solvents, etc.

Tables and Chairs

- Wipe down all tables and other equipment.
- Bring any spills or spots on the chairs or carpet to the attention of the event supervisor.
- Chairs must be placed on table. (8 chairs per table)

Linens

If you have made arrangements to use linens provided to you by the *Center* please adhere to the following procedures:

- Remove linens from the table and place into bags made available to you by the event supervisor.
  - Table cloths and napkins can be put in the same bag.
- All linen NOT returned will be billed to the event at the replacement value.

Decorations

- Remove all decorations and discard in the trash or remove from the premises.

Restrooms

- Pick up trash and papers from bathroom floor.
- Be sure there is no water left running in sinks.
- Please notify event supervisor if there is a problem in the restrooms.

Trash

- Dispose of all garbage and trash (paper plates, napkins, plastic cups, leftover food, etc.)
- Pickup and discard all trash left on the patio after your event, including empty glasses and cigarette butts from the ground.
- Empty all waste receptacles into trash container outside of the kitchen – this does not pertain to the restrooms. The *Center* will handle disposal of restroom trash.

Personal Articles

- Remove all supplies and equipment belonging to your group.
- Remove all personal articles from premises when you leave.
- All items left in the building may be discarded the following day.

Thank you for your cooperation. Please sign this form to insure you understand the clean-up responsibility.

_____ Date
Event Holder

_____ Date
Furth Center Staff

Scheduled Clean up Crew:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____