

ENGLEWOOD GOVERNMENT CENTER

CLEAN UP RESPONSIBILITIES

1. Leave the facility in the same condition as you found it.
2. Take down all decorative items brought to the event.
3. Clean tables and chairs.
4. Sweep the floors, including the restrooms (Mop as well, if needed).
5. Empty all trash cans and replace them with plastic liner bags which are provided.
Clean lids and cans if necessary.

Note: All the items in the storage rooms, except tables and chairs, are off limits to private parties and events. You are responsible for bringing your own food, party supplies, paper products, plastic ware, and table coverings for your event. You are not to help yourself to items in the refrigerator, cabinets or storage rooms that don't belong to you. Additionally, you are also responsible for any damages that may occur during your activity. Cleaning supplies are provided for you (located in the kitchen closet). We recommend taking pictures of the rooms when you first arrive so that you know where to put everything back properly at the end of your event.

*** Nothing is permitted to be taped, glued, pinned, or nailed to the walls. Small glitter is also not allowed.**

I understand the above responsibilities and if not adhered to, my \$100 cash deposit, which is held until after your event, will not be returned.

Signature: _____

Date: _____

Room Reserved: _____ Reservation Date & Time: _____

Contact Name: _____ Phone #/Email: _____