

## Setup and Cleanup

The building member may use all amenities in the rooms for the events. Building staff do not set up tables, chairs or decorations for events or cleanup afterwards. Reserve adequate time to complete these tasks.

The building member is responsible for completing the clean-up requirements at the conclusion of the event using the provided equipment. If the area is not deemed appropriately cleaned after the event, a cleaning service will be hired, and the building member will be responsible for those cleaning costs.

Before an event can take place, the building member is responsible for signing and returning all required documentation including liability waivers.

### Event Clean-Up Requirements

- Remove all food and beverages brought to the building. Additional food and beverages should not be stored in the Café, Prep Kitchen or 1<sup>st</sup> floor storage areas.
- Remove all decorations
- Return all furniture to the position it was in upon your arrival
- Thoroughly wipe down all surfaces using Lysol Spray and following usage directions (allowing all surfaces to remain wet for 2 minutes before wiping with a paper towel). Lysol Spray is stored beneath the café sink closest to the coffee makers.
  - Café equipment
  - Chairs, tables and countertops
  - All appliance handles, drawer pulls, faucets, sprayers, stove and oven knobs and buttons, light switches, and other surfaces that may have been touched
- Sweep and mop all floors with supplied equipment
- Remove all event trash from the building
- Check all outside doors to make sure they have been shut properly and are locked
- Turn off any lights that were turned on during your event
- Return and secure all A/V equipment to the A/V cabinet
- Return the screen up to a safe storage position
- Turn off the projector

All damage or problems need to be reported to the facility manager.