

RESPONSIBILITIES FOR CLEANING EAGLE RIVER CENTER/OUTDOOR ARENA

Name of party renting facility (please print) _____

Date of function _____

AN INSPECTION IS REQUIRED BEFORE AND AFTER EACH USE BY EAGLE COUNTY FACILITIES MANAGEMENT EMPLOYEE IN THE PRESENCE OF THE RENTER.

Inspection phone numbers: Mon-Fri 8:00 a.m.- 5:00 p.m.
Office : 328-8880 After hours emergency Cell #:987-2239 Police: 328-6355

A cleaning deposit has been required for the use of the Eagle River Center. All or part of this deposit will be returned to your or organization based on the condition of the facility after your use. If any part of the facility needs to be cleaned to make the complex ready and presentable for the next function you will be charged a rate of \$50.00(fifty dollars) per hour minimum charge. Functions are to be over by 11:00 p.m. The facility is to be cleaned no later than 8:00 am. the following day. The following are to be accomplished in satisfactory manner to ensure that you are not charged for cleaning. (RENTERS AND EMPLOYEE MUST INTIAL EACH ITEM)

TABLES AND CHAIRS - All tables and chairs to be wiped down and stores in the room where you obtained them. 318 chairs, 34 x 8ft rectangle tables	Check In Renter-County-	Check Out Renter-County-	Comments
TRASH - All trash containers are to be emptied.(including bathrooms) New bags are placed in trash cans; ready for next function. Dumpster provided at the trash enclosure. Do not leave outside. Animals will get into the trash! All trash to be removed from parking lots and surrounding grounds . Pick up any manure in the arena and parking lot after each event	Renter-County-	Renter-County-	
BATHROOMS - These rooms are to be swept and mopped after each event. Wet mop the entire floor, bathrooms (cleaning mirrors and sinks) Mop, bucket and cleaning supplies are located in the utility closet.	Renter-County-	Renter-County-	
Lights & Flooring - All lights to be shut off except the night lights will remain on. Spot mopping only for event flooring.	Renter-County-	Renter-County-	
Doors & Windows -All doors /windows are to be locked. If unlocked you will be responsible for damage, fire, fire loss. Failure to secure building will result in a \$100.00 fine retained from the deposit.	Renter-County-	Renter-County-	
THIS IS A NON- SMOKING FACILITY	Renter-County-	Renter-County-	
NO vehicles allowed inside the ERC without prior arrangements with Eagle County Facilities Department	Renter-County-	Renter-County-	

Renters are responsible for all set up and take down procedures!
_____ Initials

RESPONSIBILITIES FOR CLEANING EXHIBIT HALL

Name of party renting facility (please print) _____

Date of function _____

AN INSPECTION IS REQUIRED BEFORE AND AFTER EACH USE BY EAGLE COUNTY FACILITIES MANAGEMENT EMPLOYEE IN THE PRESENCE OF THE RENTER.

Inspection phone numbers: Mon-Fri 8:00 a.m.- 5:00 p.m.

Office : 328-8880 After hours emergency Cell #:987-2239 Police: 328-6355

All Check Ins & Check Outs- By _____

A Cleaning deposit has been required for the use of the Exhibit Hall. All or part of this deposit will be returned to you or organization based on the condition of the facility after you use. **If there is a no show for your check out of the Exhibit Hall we will be holding \$100.00 of your deposit.** If any part of the facility needs to be cleaned to make the complex ready and presentable for the next function you will be charged a rate of \$50.00 (fifty dollars)per hour minimum charge. Function are to be over by 11:00pm.

The facility is to b

to ensure that you are not charged for cleaning. (RENTERS AND EMPLOYEE MUST INTIAL EACH ITEM)

TABLES AND CHAIRS - All tables and chairs to be wiped down and stored in the room where you obtained them on the racks placed properly. 192 chairs, 40 -6ft round tables, 11-3x8ft rectangle tables	<u>Check In</u> Renter- County-	<u>Check Out</u> Renter- County-	<u>Comments</u>
TRASH - All trash containers are to be emptied.(including bathrooms) New bags are placed in trash cans; ready for next function. Dumpster provided at the trash enclosure. Do not leave outside. Animals will get into the trash! All trash to be removed from parking lots and surrounding grounds.	Renter- County-	Renter- County-	
KITCHEN & BATHROOMS - These rooms are to be swept and mopped after each event. Wet mop the entire floor, bathrooms (cleaning mirrors and sinks) Mop, bucket and cleaning supplies are located in the utility closet.	Renter- County-	Renter- County-	
COUNTERS, REFRIDGERATOR & FREEZER Counters are to be wiped off, sink cleaned and refrigerator emptied and wiped clean of any spills. Nothing left behind.	Renter- County-	Renter- County-	
Doors & Windows -All doors /windows are to be locked. If unlocked you will be responsible for damage, fire, fire loss. Failure to secure building will result in a \$100.00 fine retained from the deposit. Remove all tape & hangers from ceiling and walls.	Renter- County-	Renter- County-	
THIS IS A NON- SMOKING FACILITY	Renter- County-	Renter- County-	

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_____ Initials