

The following cleaning requirements are the responsibility of the renter to complete within the scheduled rental time. If the renter chooses to hire a third party to clean the facility, the renter is still liable for the final state of the facility upon conclusion of the scheduled event. **Failure to meet the requirements listed below will result in a partial or complete loss of security deposit.**

Cleaning supplies are in the men's restroom closet and can be accessed using the same key provided to enter the facility.

### Kitchen:

- ☐ Counters wiped down
- ☐ Sinks cleaned and food debris removed
- ☐ Interior and exterior of stove/oven wiped down and food spillage removed
- ☐ Dishwasher drained, dishes and food debris removed
- ☐ Refrigerator and freezer checked for food items left and all spills cleaned up
- ☐ Trash and recycling removed from garbage cans and placed in outdoor dumpster and recycling containers
- ☐ Trash and recycling cans are relined with a new trash bag
- ☐ Floors swept and mats vacuumed for dirt and debris
- ☐ Spills mopped up (note: there is a mop and bucket ready to use. When finished, leave dirty mop and bucket in the cleaning closet. Do not use the floor scrubbing machine)
- ☐ Exterior door secured and locked shut
- ☐ Excess ice disposed of in sink. **Do not empty onto grass**

### Main Event Space(s)

- ☐ Floors swept and mats vacuumed (**note: glitter is prohibited**)
- ☐ Spills mopped up (note: there is a mop and bucket ready to use. When finished, leave dirty mop and bucket in the cleaning closet. Do not use the floor scrubbing machine)
- ☐ Tables and chairs wiped down and returned to proper closet. Must be stored and stacked in their original format. See photos in closets for details
- ☐ Highchair wiped down and placed back the closet. For Hollinshead Barn, place it in the Tack Room
- ☐ Ladders returned to the proper closet and secured with bungee cords
- ☐ Decorations taken down and removed from facility
- ☐ Trash removed from garbage cans and placed in outdoor dumpster
- ☐ Trash cans are relined with a new trash bag
- ☐ All exterior doors secured and locked shut (note: use the hex key to lock and secure crash bars)

### Restrooms:

- ☐ Trash removed from the sink and stall garbage cans and placed in outside dumpster
- ☐ Trash cans are relined with a new trash bag
- ☐ Floors swept and mats vacuumed
- ☐ Spills wiped up

***Flip the page for more cleaning tasks on the other side***

## FACILITY CLEANING REQUIREMENTS

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### Outside:

- ☐ Patio tables moved back to their original location (see photo in binder for placement)
- ☐ Debris and personal items removed from patio and grass space.
- ☐ Trash removed from garbage cans and placed in outdoor dumpster
- ☐ Restock firewood rack from wood shed (November – March events only).
- ☐ If given pre-approval by district, all rental items placed outside, in pre-approved location, for vendor pick-up the next morning. **(Note: items must be picked up prior to 7:00am).**

### Other:

- ☐ Windows secured shut and locked
- ☐ All doors are secured and locked upon leaving facility, and keys are returned to lockbox
- ☐ *Event in Progress* signs place back inside
- ☐ All interior lights are switched off. The restroom lights are automatic and cannot be turned off
- ☐ Aspen Hall only: Blinds pulled up; curtains pulled open
- ☐ Hollinshead Barn only: Blinds pulled down and turned into the open position; curtains pulled open

Questions or concerns should be directed to Rentals and Events at (541) 706-6149 or [FacilityRentals@bendparksandrec.org](mailto:FacilityRentals@bendparksandrec.org).

**Thank you for choosing a Bend Park and Recreation District facility for your event!**