



BPRD Facility Cleaning Responsibilities

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 located in the men's restroom closet and can be accessed using the same key provided to enter the facility. Questions or concerns should be directed to the Rentals and Reservations Division at (541) 706-6149 or FacilityRentals@bendparksandrec.org.

Kitchen:

- Counters and other surfaces 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 spills cleaned up
- Trash/recycling removed from facility and placed in outdoor dumpster and recycling container

Main Hall:

- Floors/mats vacuumed or swept for dirt and debris (Note: glitter is prohibited)
- Spills must be mopped up (Note: Use mop to clean up spills. Do not use the floor scrubbing machine.)
- Tables/chairs wiped down and returned to proper closet
- Ladders returned to proper closet
- Personal items and debris removed from facility
- Decorations taken down and removed from facility (Note: The use of nails, staples and/or tacks on surfaces or walls is prohibited. Blue painter's tape only.)
- Trash/recycling removed from facility and placed in outdoor dumpster and recycling container

Restrooms:

- Trash/recycling removed from facility and placed in outdoor dumpster and recycling container
- Floors/mats vacuumed or swept
- Spills must be mopped up (Note: Use mop to clean up spills. Do not use the floor scrubbing machine.)

Outside:

- Trash/debris/personal items must be removed from grounds
- Picnic tables moved back to their original location
- Unused firewood is placed back in the wood shed
- Rental equipment scheduled for pick-up must be placed outside and removed from the premises by 7:00 am the following morning. Leaving rental equipment requires prior arrangement with the District.

Other:

- Event in Progress signs put back
- Lights turned off
- All doors checked and locked upon leaving facility, and keys returned to lockbox

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