

Thank you for renting from the Bend Park and Recreation District. 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 the damage and cleaning deposit.

Staff will have available for use: trash bags, towels, bleach bucket, brooms, dustpan and mop. Questions or concerns should be directed to Rentals and Events at FacilityRentals@bendparksandrec.org or the Manager on Duty at your event.

- It is the responsibility of the renter to clean up all areas that were used and return the building to its original state.
- **All clean up and guests must be out of the building by rental end time.** Allow 1.5 hours for kitchen clean up and 1 hour for rental room clean up.
- To save time and maximize efficiency, it is recommended to do tasks in the order listed below.

Kitchen

- Wipe down counters, appliances, steam table, sinks, sink drains (there are no garbage disposals, so food must be removed manually) and clean out dishwasher screens.
- Clean stove and grill, if used. Ensure sides of both are wiped down.
- Clean steam table, if used. Drain water, wipe down inside and outside, refill with water.
- Clean out refrigerator: remove all food brought in, clean up spills, remove empty boxes.
- Take out all garbage and recycling. Dumpster is located on the NW side of the building in the garbage enclosure at the end of the parking lot. Recycling containers are in the same area.
- Double check all appliances and refrigerator. Clean all floor spills and sweep entire floor.
- Mop floor of kitchen after all above items are completed.

LCCER Event Room

- Take down all decorations and remove from building.
- Wipe down tables and stack against the north wall. Place grey tables on the rolling carts in the storage room.
- Stack chairs eight high and put back in the storage closet.
- Take out all garbage and recycling. Dumpster is located on the NW side of the building in the garbage enclosure at the end of the parking lot. Recycling containers are in the same area.
- Clean up all spills and sweep entire floor.

Multi-Purpose Room

- Take down all decorations and remove from building.
- Wipe down tables and stack in the closet.
- Arrange round tables under the windows.
- Stack chairs eight high and put back in the storage closet.
- Take out all garbage and recycling. Dumpster is located on the NW side of the building in the garbage enclosure at the end of the parking lot. Recycling containers are in the same area.
- Clean up all spills and sweep entire floor.

Restrooms & Hallways

- Pick up loose paper on all floors and counters.
- Clean up any major messes.

Before you leave the facility, check out with the Manager on Duty.