

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 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 all spills cleaned up.
- Trash and recycling removed from garbage cans and placed in outdoor dumpster and recycling containers.
- 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 for dirt and debris (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.
- Wipe down the highchair and place it back the closet. For Hollinshead Barn, place it in the Tack Room.
- Ladders returned to the proper closet and secured with bungee cords. See photo in closet for details.
- Decorations taken down and removed from facility.
- Trash and recycling removed from garbage cans and placed in outdoor dumpster and recycling containers
- All exterior doors secured and locked shut (note: use the Allen key to lock and secure crash bars).

Restrooms:

- Trash removed from the sink and stall garbage cans and placed in outside dumpster.
- Floors swept and mats vacuumed.
- Spills mopped up

Outside:

- Trash, debris, personal items must be removed from patio and grass space.
- Patio tables moved back to their original location (see photo in binder for placement).
- 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).**



FACILITY CLEANING REQUIREMENTS

Other:

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

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

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

Flip the page for more cleaning tasks on the other side