

## **Mackey Conroy and Keeney Buildings**

### **CLEANUP PROCEDURES & RESTRICTIONS**

*PLEASE READ AND FOLLOW THESE ITEMS CAREFULLY TO AVOID DEPOSIT LOSS*

All cleaning supplies, brooms, dust pans, etc., are located in clearly marked Cleaning Supplies closets throughout the building. All items must be returned to proper place.

All JCFC rooms are non-smoking, no exceptions. Outdoor smoking is tolerated as long as cigarette butts or other smoking related items are deposited in proper receptacles. Any outdoor littering *WILL* result in full or partial loss of cleaning deposit.

The renter is responsible for all setup and cleanup unless other arrangements are stipulated in the contract and an extra cleaning deposit paid for in advance.

Please do not stack the tables more than 15 (fifteen) high per rack.

All trash containers must be emptied into outdoor trash bins and clean bags installed in all containers, including all bathrooms.

All non-carpeted floors, including bathrooms and kitchens, must be swept thoroughly. All spills or obvious spots must be wiped up or if necessary floors must be completely mopped.

All trash, cigarette butts, decorations, signs, gum on floor, etc., connected to your event must be removed from the grounds surrounding JCFC, the front entryway and the parking lot.

All food & beverage containers must be washed and put back in the proper place. Counters, sinks, stove top, microwave, refrigerators, etc, must be wiped clean.

**Renters & their guests must remain in the rented area at all times**, or full rates for the unauthorized use of other areas and cleaning fees will be charged. **Children must be supervised and must remain in the rented area at all times.**

If rented area is not cleaned in accordance to this contract and to the satisfaction of JCFC's staff, a \$50 per hour per person fee will be deducted from the deposit.

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