

Capitola Community Center Cleaning Guidelines For Renters

You are responsible for leaving the Community Center basically clean and ready for use by another group. Make sure you share these guidelines with your guests and your clean-up crew.

Throughout your party, **PLEASE RECYCLE**. Use a separate trash container or bag for recyclables and separate them out while the event is in progress. You do not have to mop the floors (you should clean up spills on the floor, however), move tables or stack chairs.

When you leave the Center, take all personal items and any leftovers with you. Do not leave extra food, drinks, ice, or condiments in the refrigerator. The City is not responsible for any loss of, or damage to, personal items before, during, or after the event or left for pick-up at a later time.

Work with the Site Attendant and use this checklist to make sure the cleaning we expect is done:

Tasks	Check when done
In the main rooms, clean up any spills from floors, counters, chairs, and tables. Pick up trash. Wipe down all tables and counters.	
Check the outside entrance area and patios: pick up trash, check for cans and bottles in the landscaped areas, sweep up anything left behind.	
Remove all decorations.	
Check bathrooms; pick up paper and trash on the floor, remove all trash and wipe down sink area if needed.	
Check the front lobby; pick up any trash.	
If the kitchen is used, remove everything you placed in the refrigerators, including ice (the refrigerator is NOT a freezer) . Wipe down sinks and counters. Clean up any spills. Sweep floor if needed.	
Deposit all bottles and cans in the appropriate recycling bins and all trash in the large bins in the kitchen.	

Before you leave the Center after your event, you must check in with the Site Attendant to verify that the cleaning has been done correctly. **The Site Attendant is here to supervise your event, not to clean up after you.**

If you leave and the Center has not been cleaned as required, a deduction will be made from your deposit. You will be charged at time-and-a-half, based on the per-hour rental fee, for any amount of time staff has to spend doing additional cleaning after your group has left. You will also be charged for the cost of repairs or replacement for any damages or losses incurred during your use of the Center.

I have read the guidelines outlined here, understand what is expected of me, and the consequences of failure to comply:

Signature of Renter

Date

Date of Event