

Attachment B-JH

Jensen Hall Clean-Up Responsibilities for Renter

Renter Must:

- 1) Dust mop all of Jensen Hall
- 2) Clean and mop Restrooms and restock
- 3) Clean kitchen equipment (if used) and mop floor
- 4) Empty all garbage cans and recycle bins
- 5) Put all cardboard boxes in Recycle Bins Outside
- 6) Check all doors- make sure facility is locked up before leaving
- 7) Make sure Multi-media is turned off and Microphone is put back
- 8) Make sure heat is set at 50 degrees
- 9) Stack Padded chairs on tall rolling racks only, all other chairs on long racks. Be careful when setting up tables- make sure the lock to table legs is free before standing table up. Tables will be checked after event and will be charged to renter if broken.
- 10) Clean Mops and empty mop bucket
- 11) Put all tables in Kitchen and wipe down.
- 12) Make sure that refrigerator circuit breakers are turned off. Put grate between edge of door and fridge to keep door open.

****If tasks are not completed on days of rental, an additional fee will be charged****

Thank you for your cooperation. PLEASE....NO SMOKING