

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 located in the men's restroom closet and can be accessed using the same key provided to enter the facility. Questions or concerns should be directed to Rentals and Events at (541) 706-6149 or FacilityRentals@bendparksandrec.org.

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 container.
- Glass removed from facility and taken back with renter. Republic Services does not pick up glass outside City of Bend limits.
- Floors swept 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 photo in closets for details.
- Ladders returned to 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 container.
- 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 (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).

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).

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FACILITY CLEANING REQUIREMENTS

- 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).**

Other:

- Windows secured shut and locked.
- Blinds pulled down and turned in the open position, curtains pulled open.
- Event in Progress* signs place back inside.
- All interior lights turned off.
- All doors secured and locked upon leaving facility, and keys returned to lockbox.
- Glass recycling removed from premises. Please recycle glass at another location.

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

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