

**CITY OF SAN RAFAEL  
COMMUNITY SERVICES DEPARTMENT  
RENTER'S CLEAN UP RESPONSIBILITIES**

For: (Group) \_\_\_\_\_ Date of Event \_\_\_\_\_  
Time of Rental \_\_\_\_\_

**NOTE:** This Check List is to aid you in your clean-up responsibilities. All rooms are to be left as clean as you found them to ensure refund of your deposit. The person who signs the contract is ultimately responsible for total clean-up. The Facility Attendant will have your checkout sheet.

Auditorium and All other Rooms Rented

1. Cellophane adhesives, nails, screws, staples, etc., in walls, woodwork or on windows is prohibited. All decorations removed from walls, ceiling, etc. and taken away. All personal equipment and/or items rented elsewhere removed from building. Delivery and removal of items allowed only during rental hours.
2. Tables and chairs wiped off and stacked in groups of 15 for putting away properly under Attendant's Supervision.
3. All other equipment (such as P. A. system, microphones, mike stands, coffee pots, movie screen, lectern, TV/VCR, electronic equipment and patio furniture) checked in with Attendant **MUST** be returned in the same condition as received.
4. All trash/garbage removed and dumped (in bags) into dumpster.
5. All ashtrays brought inside and emptied.
6. Floors swept and spillage mopped.
7. Hallways, lobby, deck and around building cleaned of all debris, etc.
8. Patio garbage dumped/patio picked up.
9. Balloons and/or balloon string to be removed and disposed of. Any balloons that become entangled in fans will need to be removed using scissor lift at the expense of the client.

Kitchen:

1. All group's dishes/utensils/tableware cleaned and/or removed. Dishwasher food catcher emptied.
2. Coffee urns cleaned, dried and put away.
3. Stovetops and ovens turned off.
4. Stovetops and ovens cleaned.
5. All sinks scrubbed and cleaned, disposal sinks emptied.
6. All garbage removed and dumped (in bags) into dumpsters.
7. All food and ice removed from refrigerator.
8. All counter tops and chopping board cleaned.
9. Floor swept and spillage mopped.

Thank you for your cooperation!

**Please Note:** The Facility Attendant will provide you with cleaning supplies. It usually will take you at least one hour to clean up after your event, with 4 or 5 persons helping. So please make plans ahead of time for your Clean-Up Crew. Your contract hours include clean up time. Anyone in the facility after those hours will result in overtime charges.

I have read the above responsibilities.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Please return signed copies.**

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**Office Use Only:**

Received by \_\_\_\_\_

Date \_\_\_\_\_

07.01.08