



FACILITIES CLEAN-UP CHECKLIST

Revised 11-17-2020 and subject to change.

PLEASE REVIEW CAREFULLY

To receive your cleaning deposit back in full, RENTER or their designated team must collect, bag, properly sort and dispose of all trash in designated disposal containers. Including trash on the grounds, parking lot, sidewalks, and lawns must also be cleaned up and placed in the designated dumpsters. Trash enclosure is located between the picnic area and Carriage House.

Renters/coordinators/delegated clean-up crew are to have completed the below tasks and must be off the property by 11 pm or at which time the rental expires. Any additional facility use time will be charged at \$250/hr. Barn & Grounds, plus security guard fees, if applicable. RENTER shall leave the Premises in the same condition in which it was provided and acknowledges the Premises were in good condition before RENTER's occupancy.

- All decorations, tables, chairs, and all other property of RENTER, their representatives, or independent contractors must be removed by the conclusion of the event. It is not the responsibility of the TRUST (staff on duty) to ensure that pick-ups or deliveries are scheduled, executed, and/or removed from the venue by rental companies hired by the RENTER. **Additional hourly fees will be applied for any items left overnight or beyond contracted hours.**
- Left-over food or drinks must be removed from any of the areas used. Nothing can be left in the River Center.
- If the *kitchen* is used, counters must be checked for cleanliness and wiped down if necessary.
- If *Riverview Ranch House* is used, front and back porches, conference room tables, chairs, and floor must all be checked for trash/food debris/drinks/spills, etc. and cleaned accordingly.
- If *barn* is used, floors must be free of garbage and swept if overly soiled.
- Bathrooms (barn, welcome center, and house) should not have paper products on floors or standing water.
- For rental equipment pick-ups from the barn, tables and chairs must be stacked from the ground up. Nothing may be stacked against walls, doors, or beams.
- Do a final check for all personal items and cleanliness. If additional cleaning is required directly after your usage, the \$500 damage/ cleaning deposit will be forfeited.**

Note: Wagons, garbage cans, trash bags, brooms, and other cleaning supplies are available for your convenience upon request.

----- OFFICE USE ONLY -----

(TO BE SIGNED AND COMPLETED BY THE RIVER PARKWAY TRUST REPRESENTATIVE ON DUTY WITH RENTER'S PRESENCE AT THE CONCLUSION OF EVENT)

Date of Event: _____ Rental Time Ended: _____

Renter: _____ Organization: _____

Coordinator: _____ Primary Phone: _____ Sec. Phone: _____

Signature of Renter: _____ **Signature of River Parkway Trust Representative:** _____

Event Coordinator: _____ Title: _____

Date: _____ Date: _____

Use of Premises: Barn & Grounds Grounds Only Riverview Ranch House Kitchen

Additional Comments: _____