



## VETERANS HALLS CLEAN UP INSTRUCTIONS

When your contact person arrives at the hall, have them check in with the event staff before the start of the function regarding the clean-up of the hall. The facility must be left in the same condition that you received it. The following are guidelines for clean up.

### Floors

- Pick up trash and foodstuff on the floors and put into the trash receptacles.
- Sponge any spills on the carpet.
- Sweep Floors

### Tables and Chairs

- Wipe down all tables and other equipment.
- Bring any spills or spots on the chairs and/or carpet to the attention of the event staff.

### Decorations

- Remove all decorations and discard in the trash or remove from the premises.

### Restrooms

- Pick up trash and papers from bathroom floor.
- Be sure there is no water left running in the sinks.
- Please notify event staff if there is a problem in the restrooms.

### Trash

- Dispose of all garbage and trash (paper plates, napkins, plastic cups, leftover food, etc.)
- Pick up and discard all trash left on the patios after your event, including empty glasses and cigarette butts from the ground.
- Empty all waste receptacles into dumpsters; this does not include the restrooms- the staff will handle the disposal of the restroom trash.

### Personal Articles

- Remove all supplies and equipment belonging to your group.
- Remove all personal articles from the premises when you leave.
- All items left in the building may be discarded the following day.

Thank you for your cooperation. By signing below, you acknowledge receipt of the cleaning instructions and your responsibilities stated above.

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Event Holder Signature

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Event Staff

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Date

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Date