

Self-Cleaning Checklist

EVENT REQUIREMENTS

- Tablecloths are **required** and must be provided by the LICENSEE.

- Do not** attach anything to the walls or floors of the Bowyer Community Building or Anderson Building unless using an approved method by the Fairgrounds Manager.

- Staples, nails, tape, or other fasteners **shall not** be used on the tables unless approved by the Fairgrounds Manager.

CLEANING RESPONSIBILITIES

- All tables and chairs **shall** be cleaned and left up for inspection, then put away properly by the Licensee.

- All trash receptacles **shall** be emptied, trash shall be bagged, and the same **shall** be deposited in the dumpster. **Do not** set bags on the floor during events. Trash containers located within the facility **must** be returned in the same condition and in the same location as found. Do not replace liners. Do not put trash in the Cardboard only dumpster.

- Clean sink and countertop, clearing all cups, dishes, etc. from the area.

- Sweep entire floor area, including underneath the table and chair carts. Remove thoroughly any gum or other adhesive substance from the floor surface. Please spot mop spill during the event so that damage is avoided. Clean excess fluids from the floor.

- Remove **ALL** decorations including tape, string, wire or anything else used to decorate from table tops and bottoms, walls, floors, and ceilings.

- Trash shall be picked up around the outside of the building and in the parking lot.

- Gravel and debris must be cleaned from sidewalks, patios, and park areas. If items are found to be thrown on the roof of the building you will lose your deposit.

By signing this agreement the Licensee and Licensor agree to complete and follow these requirements. If these are not followed some or all of the deposit can be withheld.

Licensee's Signature

Date

Licensor Signature

Date