

EMERY AUDITORIUM RENTER'S CHECKLIST

To avoid losing your cleaning deposit you are asked to do the following:

This is not an all-inclusive list. The facility must be returned to the same condition as prior to your rental. Any damage or uncleanliness should be reported to the City Finance Officer prior to use or it becomes your responsibility.

Facility in General

- Smoking is NOT PERMITTED at any time in the building.
- Do not use tape, staples, or nails on the doors, walls, ceilings or bleachers. Confetti and glitter is prohibited.
- Cleaning supplies and trash bags are located in the Janitor's Closet. Please DO NOT attempt to use the floor scrubber.
- Remove all trash immediately after your event. Place trash bags in outside garbage cans.
- Wipe clean tables and chairs if you use them. Allow them to dry. Put all tables and chairs away.

Gym/Hallway Entrance

- Pick up and dispose of all trash.
- Sweep bleachers and gym floor.
- Vacuum hallway entrance.

Bathroom/Locker Room

- Empty trash cans and women's sanitary disposal receptacles into trash bags and put trash in outside garbage cans; put new bags in trash cans and women's sanitary disposal receptacles.
- Sweep floor
- Wipe down and clean all toilets, urinals, and sinks inside and out.
- Make sure toilets are flushed and not running continuously. Hold handle down to flush properly.

Doors

- Ensure all doors are closed at the end of the event.
- Do not prop doors open during the event.

Other

- Take/Remove all personal items or equipment. The City of Emery is not responsible for lost or stolen personal belongings. Any and all items left are considered a donation.
- Report any damage that occurred. Depending on the circumstances, you may be held responsible for the cost of repair.
- Turn off all lights.

Failure to return the building to the same condition as prior to your event will result in the loss of deposit. If the building is cleaned properly you will receive your cleaning deposit back.

Thank you for helping take care of the Emery City Auditorium.

Questions?? Contact the City of Emery office @ 605-449-4455