

Cultural & Resource Center Clean-Up Checklist

Each organization and/or individual that has reserved the center for activities is required to clean up before leaving. The center staff on duty will check off the list below before you leave the building.

- ___ Return all the furniture to its proper place.
- ___ Sweep and/or vacuum the floor/rug and mop if necessary.
- ___ Leave this form in the cultural center's office.
- ___ Wipe counters, microwave, stove, refrigerator, tables, and equipment.
- ___ Close and lock all windows and doors.
- ___ Turn off everything: stove, lights, television, stereo, computer.
- ___ Wash ALL dishes that you use. Do not leave dishes to soak over night.
- ___ Take all left over food with you or discard it. Please do not leave it.
- ___ Pick up all cups, soda cans, paper and other debris and place in trash bags. Events at the LNACC, Afro House and LGBT Resource Center deposit trash at the Law School dumpster across the street from the LNACC. For the APACC leave bagged trash just inside of the kitchen. DO NOT leave trash outside!
- ___ Do not flush food down the kitchen sink because it has no disposal unit.
- ___ Leave a note for the cultural center staff if something is not working/broken.

Again make sure all windows and doors leading outside are locked when you leave.

Cultural & Resource Center Decorating Policy

In order to preserve the appearance of the building, certain restrictions have been placed on decorations. **Failure to follow these rules may result in charges and/or denial of future reservations.**

1. Nothing may be attached to the walls, doors, ceilings or woodwork with tape or other adhesives.
2. Decorations may be free-standing if precautions are taken to prevent damage to the floors.
3. Lightweight decorations (paper letters, balloons, leaflets, etc.) may be attached to blinds with masking tape.
4. Balcony railings may be used for hanging banners, crepe paper streamers, etc.
5. ALL decorations must be removed before you leave.
6. Consult the Manager for special decorating requests.

I read, understand, and agree to abide by these decorating rules. I agree to pay for any damages that may occur to the Center or to persons as a result of my decorations.

Signature of person assuming liability: _____ **Date:** _____

Organization Name (if applicable): _____

Office Use Only

STAFF COMMENTS: _____

Violations/Actions taken (If any): _____
