

Sunrise Township

Clean-Up Responsibilities

HALL, HALLWAYS, & ENTRYWAYS

- ☐ Remove ALL decorations, signage, etc., including ALL Tape on chairs and tables
- ☐ Wipe down all tables and chairs and return them to their original configuration
- ☐ Sweep and wash the floors and wipe up any spills or soiled areas
- ☐ Empty ALL trash containers / trash removal is the responsibility of the rental party
- ☐ Turn off all lights

KITCHEN

- ☐ Remove all items from the refrigerator, counters and sinks
- ☐ Wipe out refrigerator, clean all counter tops and sinks
- ☐ Sweep and wash the floor and wipe up any spills or soiled areas
- ☐ Empty ALL trash containers / trash removal is the responsibility of the rental party

BATHROOMS

- ☐ Remove all personal items from the bathrooms
- ☐ Clean counters and sinks
- ☐ Make sure all toilets are flushed
- ☐ Sweep and wash the floor and wipe up any spills or soiled areas
- ☐ Empty ALL trash containers / trash removal is the responsibility of the rental party
- ☐ Turn off all lights

OUTDOORS-Parking Lot

- ☐ Clean up any garbage left in parking lot, around the sides and back of building
- ☐ Remove all decorations and signage, etc.
- ☐ Clean up any smoking materials not disposed of in the proper receptacles

- **All Trash must be taken with the renter to be disposed of at renter's expense**
- **Floor wash Solution** - only a few ounces are needed in the mop bucket of the solution to water. We will supply the product, which is shown in the image



cleaning

The Renter is responsible for cleaning the Hall and must return the Hall to at least the same condition it was in prior to the rental. Clean-up must be performed immediately following the event. The Town Board may deduct from the Damage Deposit any repair and cleanup costs it incurs to return the Hall to the same condition it was prior to the event. If the costs to clean and repair the Hall or outside area exceed the amount of the Damage Deposit, the Renter shall be responsible for reimbursing the Town for all costs the Town incurs to clean and repair, including collections costs. The Town will provide the Renter a bill containing an itemized list of costs incurred to clean and repair the Hall and grounds that is due and payable upon receipt. Any unused portion of the Damage Deposit will be returned to the Renter within 45 days after the day of the Event.

SUNRISE TOWNSHIP CONTACT PHONE NUMBER:

Troy Montague, Lead Maintenance: 651-248-3130

Greg Strom, Town Board Supervisor: 651-485-1990

Wendy S. Kowalke, Clerk (651) 270-5181