Senior Center Rental Guidelines

IN CASE OF AN EMERGENCY OR FOR QUESTIONS, CONTACT:

Janitor: Sterling Webb - 801.367.7083
Board Member: Jerry Hansen - 801.465.2867
Director: Verna Jo Hollingshead - 801.592.0048

Rental includes use of:  
<table>
<thead>
<tr>
<th>Rental doesn't include use of:</th>
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<tbody>
<tr>
<td>Main Floor Hall</td>
<td>Ice Machine</td>
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<tr>
<td>Sound System</td>
<td>Elevator</td>
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<tr>
<td>Piano &amp; Stage for Performing</td>
<td>Downstairs Area</td>
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<tr>
<td>Serving Area with Refrigerator, Microwave and Sink</td>
<td>Juke Box or Boom Box</td>
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<tr>
<td>Tables and Chairs</td>
<td>Exercise Vibration Machine</td>
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When you arrive for your rental, if the tables and chairs are already set-up in the hall, and you choose to re-arrange them, the tables and chairs must be set-up at the end of your rental in the same configuration you found them in, including adequate space between each table.

Clean-up at the end of the rental:
Cleaning items are located under the front kitchen sink in a Rubbermaid container. Brooms, dust pan and mop bucket with mop will be found in the Janitor’s closet.

CLEANING INSIDE OF HALL

- Tables and chairs put away or returned to original position.
- Kitchen area cleaned up; sinks cleaned and counters wiped off.
- All items in refrigerator taken and any spills wiped up.
- Kitchen floor swept and all spills cleaned up.
- Main Hall floor swept and all spills wiped up.
- Women’s & Men’s bathrooms cleaned.
- Vacuum carpet areas.
- Clean glass doors and windows.
- Empty trash cans & take bags out to dumpster. Put new garbage liners in trash cans.
- Check area for all personal items.

CLEANING OUTSIDE OF CENTER

- Trash in parking lot is disposed of.
- All trash is inside of dumpster, lid closed and locked.
- Northwest ramp is closed.