



County Parks Meeting Room Rental Clean-Up Checklist

As a renter of a County Parks Facility, you have agreed to the clean-up responsibilities listed below. The clean-up must be completed by the end of your reservation. The following specific conditions of use, related to reservation times and set-up and clean-up guidelines, have also been agreed to per the reservation contract paperwork (see contract for complete information):

Set-Up and Clean-Up Guidelines: Groups are responsible for all set-up and clean-up. Trash and recyclables must be placed in appropriate containers. Light adhesive, removable tape (i.e. poster tape or painter's tape) and florist wire are the only fasteners permitted. No staples, tacks and nails. Candles, fuels and hazardous materials will not be permitted in the park buildings and facilities. Fires must be confined to fireplaces and barbecue areas.

Time Limits: Entrance to the facility is permitted for the time approved on the permit. If time limits are exceeded, the permittee will be charged at 1-1/2 times the hourly rental rate. The fee will be deducted from the deposit or an invoice sent.

*A meeting room rental is for the designated meeting room only and does not imply full use of outdoor facilities nor kitchen use. Please inquire about pricing to use these spaces.

Please complete the following at the end of the meeting room use:

- Remove all trash and recycling from the building (including trash in restrooms). Trash bags and containers are provided. Please do not overfill plastic bags. Place all garbage in dumpsters (return dumpster key for Aptos Park to hook in kitchen). Place recycle glass, cans and plastic in designated containers.
- Remove all meeting materials. No overnight storage.
- Stack chairs in the same direction on chair charts. Return tables and chairs to their original storage area. Secure table carts at Valencia Hall with straps for safety. Valencia Hall: Store carts in alcove area only; away from windows.
- Sweep floors free of debris. Damp mop areas where items have spilled. Mop floors that are excessively dirty or sticky.
- Clean any areas used by meeting room participants, including kitchen surfaces.
- If you have adjusted the heat, please return the thermostat to previous setting. Not applicable for Valencia Hall and Aptos Park; thermostat will return to preset temperature after three hours.
- Make sure all windows and doors are secure and lights are turned off.
- Where applicable, set alarm per instructions.
- Lock gate at Valencia Hall upon departure.
- Return keys to the Parks Department Office.
- The Santa Cruz County Parks Department is not responsible for items left after facility use.