

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:	Rental doesn't include use of:
Main Floor Hall	Ice Machine
Sound System	Elevator
Piano & Stage for Performing	Downstairs Area
Serving Area with Refrigerator, Microwave and Sink	Juke Box or Boom Box
Tables and Chairs	Computers
	Exercise Vibration Machine

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.