



(Event Title)	(Date)
(Phone Number)	(Times)

Senior Center – 1015 Congress
Private Rental Cleaning Regulations

Large Main Area

1. Please return all tables and chairs to original location.
2. Clean off all table tops
3. Pickup all trash from floor areas. Sweep and mop as needed.
4. Remove trash can liners and replace with clean liners
5. Take trash out to dumpster

Kitchen

1. Wipe/clean all counter surfaces
2. Remove all event related food items from refrigerator and freezer (please be careful not to remove any Senior Center inventory – replacement cost will apply)
3. Clean any machines used (coffee maker, microwave, etc)
4. Clean out oven if it was used
5. Remove trash and replace clean liners in cans
6. Sweep Floor and mop floor as needed.

Bathrooms

1. Please remove trash and replace clean liners in cans
2. Turn off lights

Miscellaneous

1. If you have rented until midnight, all events must end by 11PM. Clean up may be carried out until midnight. Only the clean up crew may remain at the center after 11pm. All other guests must leave the building and the parking lot. A charge of \$20/quarter hour will be charged if violated.
2. For any questions or problems call _____
3. Staff will return to the Center at _____ to make sure the door is locked. Be sure that the event is over and cleaning is finished before the staff member arrives. If the staff member needs to wait, an additional fee of \$20/quarter hour will be charged.
4. Be sure to turn off all lights
5. Make sure all event trash is picked up from outside.
6. Make sure all outside windows and doors are closed and locked.

Please note that there will be an inspection of the facility following your event. If cleaning is required, your damage deposit will be charged at a rate of \$55.00 per hour.

There is absolutely no smoking or open flames in the building. If evidence is found that smoking was permitted, your damage deposit will be charged \$100.00.

I have read and agree to the cleaning regulations for the rental of the Ypsilanti Senior Center facility.

Applicant Name: _____

Applicant Signature: _____

Date: _____

Employee Name: _____

Follow up inspection conducted on: _____

Employee conducting inspection: _____

Amount owed to Ypsilanti Senior Center: \$_____

(Explanation of Violation Below)

