



**Responsibilities after Building Use**

*Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.*

1. Upon completion of event, collect all garbage into bags and bring it out to the trash bin located by the shed outside.
  2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
  3. Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
  4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
  5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
  6. Remove any items put up on the walls or set out in connection with your event.
  7. Check bathrooms for any cleaning needed after event.
  8. If the building is not in use when finished, please check that all doors are closed, locked, and lights are off.
- \*Washcloths, towels, a broom, a dustpan, etc. are located in the maintenance room and kitchen classroom. Please return these to the maintenance room or kitchen when you are done using them.

**Thank You for your co-operation.** Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the Ho'n A:wan Community Park.

<b>For office use only:</b>		
	<b>Fee: \$</b> _____	<b>Date Paid:</b> _____
<b>Approved by:</b> _____	<b>Date:</b> _____	
<b>CC:</b>		
____ (Co-Directors)	____ (Program Manager)	____ (Office Manager)