

**EDWARD A. MYERBERG SENIOR CENTER
CATERER/LESSEE
CLEAN-UP AND CHECK-OUT PROCEDURES**

Clean-up Procedure

The Caterer/Lessee must designate a responsible person in charge of cleaning up and checking out.

With the exception of vacuuming, the facility must be restored to the condition in which it was found. Failure to do so will result in a fee for janitorial service for other expenses such as plumbing etc. for proper restoration of either kitchen, Frosburg Room or bathrooms. It is the caterer/lessee responsibility to check the children and to know of their whereabouts throughout the center during the rental. Additional fees will be charged to the lessee for any damages incurred.

All tables must be cleared, and all litter removed from the floor.

All counter tops, stoves, ovens, refrigerators, freezers, sinks, and other equipment in the kitchen(s) must be cleaned and left free of debris, utensils, etc.

Food/liquid spilled on the kitchen floor must be cleaned up immediately. Trash shall be kept in the designated area only.

Kitchen floor and Frosburg Room floor must be swept and mopped.

All garbage and trash must be double-bagged. Caterer/Lessee must put all trash in Center's dumpster. Trash found around the dumpster area or around the center (inside as well as outside) will result in a fee deducted from the security deposit to cover the cost of removal.

Linens, plants, balloons etc. used for rental of Frosburg Room are to be removed at end of rental; or by 9:30 am the next business day; or by other arrangements made with EAMSC staff prior to rental date.

Check-out Procedure

Failure to comply with checkout procedures will result in an additional expense to cover the cost.

No exit or hallway shall be blocked by chairs, tables etc. according to fire regulations.

Caterer/Lessee agrees to comply with all applicable rules and regulations of the EAMSC pertaining to the building. Caterer/Lessee further agrees to comply with all Federal, State and Municipal laws, ordinances and regulations.

Emergency Procedures

The caterer/lessee shall familiarize his staff with all emergency exits.

LESSEE

EAMSC STAFF