



Russell County Conference Center Post-Event Clean-Up Checklist

- Renter must remove all items brought into the facility with them including decorations, equipment, left-over food, dishes, or utensils. Any items left behind without prior arrangements with the event coordinator will be disposed of in order to allow for the next event.
- **Place all trash and unwanted items in the trash dumpsters outside. Replacement trash bags are located on silver storage rack in kitchen. If extra trash bags are required, please notify the event staff.**
- Kitchen Clean-Up
 - Clean up any floor spills caused by food or drinks.
 - Wipe down counters, sinks, and appliances that were used. Do not leave spills or messes on the kitchen counters or floor.
 - Conference center dishes should be cleaned and put away, if used.
 - No food or drinks should be left behind.
 - If the items in the kitchen are not yours... **DO NOT USE THEM.**
 - If you did not request/pay for coffee and tea do not use the items.
 - If you bring your own items for the machines (Coffee/Tea) feel free to use them.
 - Do not operate the oven, walk-in freezer, or dishwasher!
- **Open Flames, glitter, and confetti are prohibited. If used an additional charge will be added.**
- Spills on carpet should be brought to the attention of the event coordinator.
- If items are put on the wall it must be with a command strip. Every command strip must be removed and removed properly. If damage is done to the wall **YOU ARE RESPONSIBLE.**

The Conference Center event staff will take care of cleaning restrooms, vacuuming, sweeping, and mopping in order to prepare the facility for the next event.

Thank you for your cooperation!