

**CLEANING RESPONSIBILITIES FOLLOWING EACH EVENT ACTIVITY CHAIRS,
AND COMMITTEE MEMBERS WILL:**

- Broom sweep or vacuum all floors used. (This includes ballroom, stage, steps, parlor, restroom, kitchen and entry)
- Wipe up any spills. (SWIFFER mop is available)
- Wipe off tables and chairs as necessary.
- Remove all decorations and table coverings.
- Pick up trash outside, empty all trash containers and deposit in the dumpster.
- Return any GMWC articles or furniture to the original position.
- Clear off all counters including Kitchen and Pass-thru.
- Clean any equipment used: Coffee pots, Microwave, etc.
- Clean the Rest Rooms, empty wastebaskets.
- Remove all food and/or items from Refrigerator and Freezer.
- Leave up 6 round tables with 6 chairs and 2 long tables.
- Any personal articles left at the Club will be donated to a charitable organization after 2 weeks.
- Turn off all lights (except the one with the "leave it on" sign near the stage.)
- Lock all doors before leaving (double check handicap door)