



1218 North Ingram Road
Sikeston, Missouri 63801

Renter's Clean-up/Responsibilities

1. **Reminder:** Be sure to keep your rental on time with the hours you have scheduled so you are not charged the **\$50/hour overage fee**. Flameless or floating candles only **no burning candles are permitted**. All furniture provided with the building is for **indoor use only**.
2. **If you bring it into the building, take it with you when you leave or put it out with the trash!** ALL trash, decorations, food, and other items must be removed and taken home or properly placed in the trash dumpster available outside the building. Tables and chairs must be cleaned and building free of all items not furnished at the time of rental. We have plenty of trash receptacles and trash bags to assist with this part of clean-up. **There is a dumpster outside for you to dispose of your full trash bags.**
3. Wipe off all tables, chairs and counter tops used for your event. We have rags and spray cleaner available for this part of the clean-up as needed. **Stack chairs in groups of 6** to be dollied to the closet, load the tables **tops facing each other** on to table carts the attendant will assist you if needed.
4. If you use the kitchen, you are responsible for clean-up of the sinks, all tables, counter tops, and appliances used in these areas. Again, cleaning supplies will be available for your use.
5. Dust mop/sweep the floors of the area(s) used for your event. This includes the main room and/or kitchen. Dust mops or brooms will be made available for your use. **If your decorations included glitter/confetti be sure you have if cleaned up if our cleaning person has to spend extra time getting glitter off the walls, floor and trim your damage deposit will be assessed for the extra cleaning time required.**
6. If you have a spill during your event that needs immediate attention, please ask our staff person on site for mops or supplies you need.
7. All trash, cigarette butts or party decor on the patio area is to be swept up and put in the trash dumpster as well. **If this area is left with cigarette butts, decor or other trash that our cleaning staff has to attend to you will incur charges for the extra cleaning time that will be taken from your damage deposit.**

We are proud of this facility and happy to make it available to you for your event. Your help in keeping in clean and attractive is GREATLY appreciated. THANK YOU! If you have any additional questions please call DeAnna at 573-475-3212 or 573-620-3310.