

## MULTIPURPOSE ROOM CLEAN-UP CHECKLIST

Hurstville Interpretive Center - Jackson County Conservation  
18670 63<sup>rd</sup> Street Maquoketa, IA 52060 \* (563) 652-3783

1. Before you begin your event, we encourage you to take a few moments to look over the multipurpose room, hallway and kitchen to ensure you leave it how you found it (or better).
2. When using the building after regular business hours, doors to the exhibit area and offices will be locked.
3. Tables, chairs, AV cart and other equipment may be moved to suit your group's needs. When finished, everything (except tables) must be put back. Tables can be left standing in room. When moving tables, PLEASE DO NOT DRAG items across the floor - pick them up and move them.
4. Tables and chairs may not be removed from the building.
5. We encourage groups to use reusable plates, cups, silverware, etc. Groups may use the dishes in the kitchen. All dishes must be washed and put back when finished.
6. If using disposable items, the renter must provide their own disposable plates, napkins, cups, coffee filters, etc.
7. We will provide dish soap, trash bags, cleaning spray, paper towels, washcloths and towels for clean-up. Cleaning supplies can be found under sink in kitchen and various other drawers in kitchen.
8. Grease and other foreign materials may not be put down sink drains. Please bring a coffee can or other container for disposing grease in the garbage.
9. Please recycle pop cans, water bottles and other recyclable items in containers in hallway.
10. No person shall place any waste, refuse, litter or foreign substance in any area or receptacle except those provided for that purpose.
11. Staples, nails, pins, thumbtacks, tape and other defacing devices may not be used on interior or exterior surfaces such as walls, doors, trim, etc. ONLY Painters tape may be used to adhere items to surfaces (walls/tables).
12. Pets are not allowed in the Hurstville Interpretive Center except service animals.

### CLEAN UP CHECKLIST

\_\_\_\_\_ Tables must be wiped down (tables can be left standing).

\_\_\_\_\_ Chairs must be cleaned and stacked against the wall.

\_\_\_\_\_ Floors must be cleaned and vacuumed as necessary.

*Broom and dustpan are found in kitchen. Ask a staff member for the vacuum.*

\_\_\_\_\_ If kitchen was used - sinks, counter tops, and equipment must be cleaned.

\_\_\_\_\_ All dishes used must be washed and returned to the correct cupboards.

\_\_\_\_\_ Restrooms shall be left in the manner in which you found them.

\_\_\_\_\_ Take all garbage to dumpster, located in staff parking area.

\_\_\_\_\_ Take all items with you that you brought including food and containers. JCCB is not responsible for any items left by other parties.

\_\_\_\_\_ Immediately following your event, remove any directional signs placed along roadways to guide people to your event.

## **SUPPLY LIST**

These items are available for rentals of the multipurpose room:

- 10 6-foot tables
- 2 8-foot tables
- 80 chairs
- 1 highchair
- TV, DVD player
- Projector, Audio Cart, Projector Screen, Whiteboard (bring your own dry erase markers)
- 1 large and 1 small coffee pot
- Dinner plates, salad plates, dessert plates, bowls, glasses, coffee cups, silverware, and wine glasses for 40
- 5 water pitchers
- 2 large water coolers
- Platters and large bowls for serving
- 1 8-quart roaster
- Garbage bags, dish towels, dish soap, dishwasher soap

**Items NOT available for use:** any consumable items such as: disposable plates/napkins/cups, coffee, sugar, creamer, coffee filters salt/pepper, etc.