

Memorial Hall Fee Schedule:

\$28 Private Event Application Fee

\$400 Refundable Security Deposit

\$375 Resident Use Fee: 9am-11:59pm Saturday; 12pm-11:59pm Sunday; \$60/2 hours 5pm-11:59pm Mon-Fri

\$625 Non-Resident Use Fee: 9am-11:59pm Saturday; 12pm-11:59pm Sunday; \$125/2 hours 5pm-11:59pm Mon-Fri

\$150 Additional day for set up or clean up

Memorial Hall Rules Clean-up Checklist

Failure to comply with any of the following items will result in the loss of part or all of the security deposit.

If there are any problems or concerns prior to the event, please contact the Event Coordinator at 719-492-2353.

All other times – call the police dispatch at 719-390-5555 to contact the on-call Public Works employee for you.

Inspection for cleanliness and damages will be performed after the event. Failure to report issues prior to your event may result in the loss of part or all of the security deposit.

Deposits are returned by check to the applicant only. Please anticipate 10-14 days for deposit refunds.

Tables and Chairs:

- ✓ **Remove all decorations and tape from top, sides, and bottom of all tables and chairs.**
- ✓ **Wipe table tops and chairs ensuring no residual food or drink remain. Dirty tables and/or chairs may result in partial loss of deposit.**
- ✓ **Store tables and chairs in Memorial Hall storage room using the carts provided. Follow the guide located on the storage room door for proper storage and positioning.**

Hall:

- ✓ **Remove all decorations and fasteners (i.e.: tape, paper clips, string, etc...) from entire hall including the ceiling, walls, doors, windows, and stage.**
- ✓ **Remove all food, drink, and trash from floor and stage.**
- ✓ **Sweep the floor, stage, and behind serving bar with the dust mop located in the Memorial Hall storage room.**
- ✓ **Clean any and all food and drink residue from the floor, stage, and behind the serving bar. It is recommended to replace dirty water with clean water regularly to ensure floor is clean.**

Serving Bar (between the Hall and the Kitchen):

- ✓ **Remove all decorations, fasteners, and trash from serving bar**
- ✓ **Clean surface of serving bar using commercial cleaner**

- ✓ If used, clean sink with commercial cleaner
- ✓ Ensure all cabinets are emptied and cleaned

Kitchen:

- ✓ Clean sinks including faucets using commercial cleaner
- ✓ Clean counters using commercial cleaner
- ✓ If used, clean stove using commercial cleaner
- ✓ Clean burner tops, grill, front, and sides of stove
- ✓ If used, clean oven using commercial cleaner
- ✓ If used, clean inside of microwave using commercial cleaner
- ✓ Clean windows
- ✓ Clean walls
- ✓ Clean inside of refrigerator and ensure refrigerator is empty
- ✓ Clean outside of refrigerator
- ✓ Clean outside of cabinets
- ✓ Ensure all cabinets and drawers are emptied and cleaned
- ✓ Sweep and mop kitchen floor using the mop and industrial bucket located in the Memorial Hall storage room. Fill the bucket with clean water and commercial cleaner; Replace water in bucket with clean water and commercial cleaner as needed to ensure floor is clean.

Trash:

- ✓ (Note- one set of 30/40-gallon trash bags are provided for your convenience. Please bring extra 30/40-gallon trash bags in case the need arises for excess trash removal and avoid the need for cleansing)
- ✓ Empty all trash containers from hall and kitchen into the trash dumpster provided outside
- ✓ Ensure all trash containers are clean and free of residue

Foyer:

- ✓ Ensure all decorations and excess trash are removed from Foyer
- ✓ Vacuum/sweep carpet of excess debris
- ✓ Ensure no food or stains are present on carpet. Carpet cleaning may result in partial loss of deposit.

Closing:

- ✓ Empty and rinse out industrial bucket
- ✓ Rinse mop, wring out, and hang on wall in storage room or by the back door
- ✓ Shake dust mop outside and place in storage room
- ✓ Ensure all decorations and excess trash are removed from restrooms (Note: trashcans in restrooms do NOT need to be emptied or removed)
- ✓ Close all windows- including in restrooms
- ✓ Return thermostat in the Hall to approximately 50 degrees
- ✓ Advise police dispatch when last person is leaving to lock the doors to City Hall – Call 719-390-5555