



DO NOT ATTACH, HANG OR PUT ANYTHING ON WALLS!

PAVILION CLEANING LIST

The items listed below must be completed within 48 hours of the conclusion of your event at the GRASS VALLEY PAVILION in order to facilitate refund of Cleaning Deposit.

1. CLEAN ALL KITCHEN AREAS, SWEEP AND MOP FLOOR.
2. RETURN TABLES, CHAIRS & OTHER EQUIPMENT TO ORIGINAL POSITIONS.
3. SWEEP & MOP BATHROOM FLOORS AND REMOVE TRASH.
4. REMOVE ALL GARBAGE FROM PAVILION AND PLACE IN DUMPSTER BEHIND CITY HALL. ****DUMPSTER LOCK CODE _____****
5. SWEEP & DUST MOP FLOOR IN MAIN HALL.
6. IF KITCHEN IS USED, CLEAN OVEN & REFRIGERATOR. REMOVE ALL EXCESS FOOD FROM KITCHEN.
7. ALL CLEANING SUPPLIES ARE LOCATED ON THE RIGHT SIDE OF ENTRANCE DOOR BY RESTROOMS, PLEASE RETURN THEM THERE.
8. BUILDING AND SURROUNDING GROUNDS ARE CLEAN AND IN GOOD ORDER.
9. TURN OFF ALL LIGHTS & CLOSE DOORS.
10. LOCK PAVILION UPON COMPLETION OF EVENT & RETURN KEY TO CITY HALL WITHIN 48 HOURS OF COMPLETION.

City Hall must be notified of any maintenance problems you become aware of during or after use of the Pavilion – 541-333-2434 or 541-993-2929

Thank you for choosing the Grass Valley Pavilion for your event!