

PAVILION CLEAN UP CHECKLIST

Cleaning Supplies and Trash Bags are in the Supply Closet, Key is on top of Refrigerator

- Clean the Interior and Outside Kitchen: wash sinks, wipe down counters, empty trash, replace trash bag in kitchen trash can beside sink.
- Remove all items from the refrigerator that you brought. Leave no food or drink behind. Wipe up any spills.
- Replace TV cover; return remote to Kitchen cabinet.
- Wipe down folding tables and chairs and place neatly on rolling cart.
- Remove all decorations and tape.
- Clean grill and smoker if used.
- If used, place Private Event signs in hallway.
- Turn off the gas in Supply Closet if used.
- Return any moved picnic tables to their original placement.
- Return wooden benches in front of fireplace.
- Extinguish all fires in grills, fireplace, and fire pit.
- Check Bathrooms; empty all trash cans. Turn off lights.
- Sweep floor if needed.
- Lock the Supply Closet. Place the key on the top of the refrigerator.
- Leave the Kitchen door open.
- Turn off all lights.
- Pick up all trash and dispose of it properly by taking it with you or placing bags in the main trash cans in the parking lot, just outside the pavilion fence by the Chapel building.
- Close the door into the Pavilion hallway and all gates.

Please leave spaces better than you found them and leave no trace.

If there is damage or a problem, please inform Sarah Bigorowski, BLHA Pavilion Rental Coordinator, immediately at rentals@berkeleylake.org. Please describe the issue in full detail, take photos when possible. If cleaning supplies are empty. Please send a message to Sarah Bigorowski so they can be replenished.

The refundable damage/cleaning deposit will be fully refunded following the conclusion of the event, provided that no damages or excessive cleaning is necessary. If damages, or additional cleaning costs, exceed the deposit amount, BLHA reserves the right to retain the deposit and send a detailed bill for any outstanding fee.