

MINNETONKA COMMUNITY CENTER
Kitchen and Room damage/cleanup deposit (\$300.00/\$600.00)

KITCHEN CLEANING PROCEDURES

The City of Minnetonka requires all renters of the Community Center Banquet Room, Community and/or Dining Rooms, who also use the kitchen facilities to thoroughly clean the following areas:

- A. All counter tops, cabinet faces and carts.
- B. All sinks.
- C. All ovens and stove tops, including grease trap.
- D. All dinnerware, utensils, glassware or coffee makers used during the event and return them to proper storage areas. WE RECOMMEND YOU ALSO WASH THE DISHES BEFORE USING.
- E. Dishwasher, its counter and sink trap.
- F. Freezers, Refrigerators, and Microwave.
- G. Any oil used for frying must be removed and disposed of by renting party. Oil containers will not be furnished for this disposal.
- H. Any walls dirtied during the event.

All items brought into the building, including food, alcohol, containers, or decorations must be removed upon the completion of the event. The kitchen floor and any garbage containers used during the event will be cleaned by the Minnetonka Facility Staff. The City will not furnish cleaning supplies.

BANQUET ROOM

The City of Minnetonka requires all renters of areas within the Community Center to be responsible for the operating rules of the Community Center and for undue damage and excessive dirty or untidy conditions to the building, rooms and/or City equipment and furniture, provided for the renter's use. Examples that the renter is responsible for include:

- o Supervision of all their guests in the Community Center.
- o All supplies and items that will not vacuum under normal circumstances. This includes paper, wrappers, candy, flowers, food, containers, balloons, boxes, etc.
- o **Examples of items not allowed in the facility include glitter, confetti, cutouts, tape, and tacks.**
- o Breakage resulting from abusive actions.
- o Soiling and/or stains.
- o Any cleanup period of time in excess of two hours, that in the opinion of the clean-up employees, is a result of any of the above noted "examples".

It is understood that the renter's deposit of \$300.00/\$600.00 will be held if the items listed are not thoroughly cleaned or are damaged. Any damages in excess of the amount of the deposit will be billed to the renter.

DATE: _____ Renter: _____

DATE: _____ City of Minnetonka: _____