

STANTON COMMUNITY BUILDING

Who ever opens the doors to the Community Building is responsible for clean up as stated below.

Check list for use of Community Building whether used for ½ hour or all day.

Do not use staples or tacks on the tables. No staples shall be used on the walls. Tape is permitted on the tables, if completely removed following event. Balloons are not allowed in the building when the heating system is turned on. No vehicles will be allowed in the building without the consent of the Fair Board. All decorations must be taken down, and the facility is expected to be cleaned and trash disposed of immediately after the event. Cleaning supplies are in the kitchen.

Clean up includes the following:

- a. Tables and chairs must be wiped off and put away.
- b. All floors must be swept and damp mopped.
- c. Rugs need to be vacuummed.
- d. Empty all garbage cans and put in new liners in each garbage can.
- e. All restrooms must be cleaned, including sweeping, mopping the floors, cleaning the sinks, toilets, mirrors, and taking out the trash. Replace the trash bags in the trash cans.
- f. If kitchen is used, this area should be completely cleaned including the counters, sinks, wipe up spills in the refrigerators / stove, mopping the floor, bagging and putting all trash out in the dumpster. Dirty towels should be left by the kitchen sink.
- g. Refrigerator checked and clean out including the freezer. Please do not leave ice in the freezer.
- h. The trash will be picked up from around the premises on the outside of the building, if needed.
- i. Turn off all the lights and air conditioning when done. Heat should be turned down to 54 degrees in the kitchen and 44 degrees in the main area.
- j. Contact Jennifer at 402-649-0071 to check building and return key