

## GRAND ENCAMPMENT OPERA HOUSE RESPONSIBLE PARTY / USER INFORMATION

The Town of Encampment would like to thank you for choosing the Grand Encampment Opera House for your event. There are many new features and items that require more care than in the past. We are beginning the process of making a list of items that are the responsibility of the users of the facility. In order to keep the user fees as reasonable as possible the Town of Encampment expects the following from the Responsible Party as identified in the rental agreement:

The facility should be as clean when you leave as it was when you arrive. Please place a check mark by the following when completed:

- \_\_\_\_\_ 1. Sweep, dust mop or vacuum any floor, carpeted areas or entry ways in use.
- \_\_\_\_\_ 2. Damp mop and no soap on any sticky spots or stains on wood floor in Main Hall
- \_\_\_\_\_ 3. Please plan to haul your own trash from the facility.
- \_\_\_\_\_ 4. Make sure restrooms are generally clean, swept and toilets are flushed.
- \_\_\_\_\_ 5. Check to be sure you have left no food items in the kitchen or refrigerator.
- \_\_\_\_\_ 6. Please clean all kitchen surfaces, cutting boards and wipe out the microwave if you have used it.
- \_\_\_\_\_ 7. Double check all entrances to make sure they are securely closed and locked when you leave the facility.
- \_\_\_\_\_ 8. Please put the chairs back in the store room in such a manner as to not block the electric panel access door. **BLOCKING THE DOOR IS A FIRE MARSHALL VIOLATION.**

Please do not leave "Donated Items" behind. All donations for the Grand Encampment Opera House are approved by the Town Council.

The Town of Encampment should have trash bags, necessary cleaning supplies, vacuum cleaner, broom, dust mop, toilet paper, paper towel, towels for dispensers and necessary items on site. If you notice any of these items in short supply, please notify Town Hall.

Town personnel will inspect the Grand Encampment Opera House prior to returning your cleaning deposit. Reasonable care of the facility is all that we expect. Your feedback is important to us. Please let us know if there is anything we could provide to make your experience at the Grand Encampment Opera House better.

**RESPONSIBLE USERS = REASONABLE USER FEES!!  
THANK YOU FOR YOUR HELP!!**