

Cleaning Policy

All renters must:

- Return furniture to original locations.
- Ensure there is no tape, sticky hooks, or other substances on the walls or attached to any of the furniture. Any paint torn off the walls will result in part or all of the refundable damages deposit being relinquished to the Birdhouse Neighborhood Center and additional charges if needed.
- Pick up all trash, recycling, or other items on the premises as a result of the event and place them in trash cans or designated recycling bins.

Fourth & Gill residents and local groups may opt to clean the Birdhouse Neighborhood Center after their event instead of incurring the Cleaning Fee.

Cleaning supplies are provided by the Birdhouse Neighborhood Center and can be found labeled in the hall closet by the kitchen.

Cleaning includes:

- Taking all trash to the City trash can outside on the north side of the front yard by the shrubs.^
- Replacing trash can bags inside.
- Sweeping and mopping/Swiffering all common area floors, including the foyer, main event rooms, kitchen, and bathroom, plus the upstairs common areas and bathroom if used.
- Wiping down and disinfecting the bathroom sink, including upstairs if used.
- Cleaning and disinfecting the bathroom toilet, including upstairs if used.
- Washing and drying all reusable kitchen items* and returning them to their original locations.
- Wiping down / cleaning any used tables, chairs, or plastic tablecloths.
- Ensuring the kitchen sink is left in the same condition in which it was found.
- Ensuring the front porch and front yard are left in the same condition in which they were found.
- Ensuring the backyard is left in the same condition in which it was found.

^Please leave recycling in the recycling bins inside.

**If cloth tablecloths are used and dirty, please leave them on the kitchen table.*

If a Fourth & Gill resident or local group chooses to clean instead of paying the Cleaning Fee and then leaves the premises unkempt or unclean, that renter must pay the Cleaning Fee on any subsequent rentals.