

**YOU MUST READ AND AGREE TO THE FOLLOWING:**

- ▶ You and your group are responsible for leaving the facility in the condition you found it or better. This includes the tables being put back where they were when you came in.
- ▶ You are responsible for abiding by your start time, end time and policies and procedures (see links below).
- ▶ You are responsible for CONTACTING THE DIRECTOR ON DUTY (DOD) THREE (3) DAYS BEFORE THE DATE OF YOUR EVENT if you require entry into the kitchen, sound room, at the time of your event (before 8AM), or if your event ends on or after 10PM. Failure to contact DOD three (3) days in advance will leave the time of DOD assisting you to their discretion.
- ▶ SMOKING, OPEN FLAME, COMBUSTIBLES, & HAZARDOUS MATERIALS IS PROHIBITED in ALL facilities. Use of sterno type or tea light candle warmers that are in appropriate containers (UL or equivalent) are permitted.
- ▶ TRASH is to be bagged, removed, and placed in the dumpster upon completion of the event. Clean plastic trash bags are to be placed in ALL emptied containers. Take all trash through kitchen doors then lock door.
- ▶ COFFEE MACHINE AND COFFEE URNS: Grounds and excess coffee to be emptied, rinsed, and wiped clean of all drips and splashes. The area under the machine, as well as adjoining sink is to be cleaned.
- ▶ APPLIANCES: All appliances are to be washed thoroughly, stove tops, ovens, and adjacent areas are to be grease free. Grills are to be cleaned and oiled, grease traps emptied. Refrigerators and freezers are to be wiped clean and ALL PERISHABLE ITEMS REMOVED. Counter tops, doors and all surfaces are to be wiped clean.
- ▶ UTENSILS, POTS, PANS, ICE BUCKETS, PITCHERS: Must be washed in hot soapy water, dried, and returned to their proper storage area.
- ▶ FLOOR is to be swept and damp mopped where appropriate.
- ▶ TOWELS and CLEANING MATERIALS: Dish towels and cleaning materials are to be provided by the user and are not to be left in the kitchen. ORHA will provide hand soap, brooms and mops. Please return brooms and mops to the place they were found.
- ▶ CATERERS: If a caterer is used, the individual, club or organization granted the privilege of use of the facility has FINAL RESPONSIBILITY for compliance with all cleaning rules. If the Director

on Duty finds non-compliance, the authorized requester will be contacted to complete the cleanup properly.

CATERERS SHOULD PROVIDE THE GROUP WITH A CERTIFICATE OF INSURANCE OR FLORIDA TAX NUMBERS.

► PRIVATE PARTIES - \$250 REFUNDABLE CLEANING DEPOSIT IS REQUIRED. Checks are to be made payable to ORHA and due to the scheduler prior to approval of event. Refunds will be processed after the Director on Duty inspects for compliance at the end of your event. ALLOW 5 BUSINESS DAYS for processing refunds.

In the event of non-compliance, the requester will be contacted for appropriate action. If sufficient or adequate cleaning is not IMMEDIATELY taken care of by the requester, ORHA will hire someone to do the cleaning. If the requester does not reimburse ORHA for the incurred costs in a timely fashion, they will lose all subsequent meeting privileges until the bill is paid.

NOTE: User Responsibilities are subject to revision. Events scheduled before the revision are subject to the rules in effect at the time of their event.

Questions may be directed to the ORHA Scheduler at [orhascheduler@gmail.com](mailto:orhascheduler@gmail.com).