



Humboldt County Fair Association

Interim Event and Facility Rental Cleaning and Use Policy and Procedure

The lessee is expected to return the space rented in the condition it was received. The Lessee forfeits the entirety of their Cleaning Deposit if anything in the facility or on the grounds during their lease is broken or damaged beyond repair. Damage to the rented space or the grounds as a whole by guests of the lessee is the responsibility of the lessee. If any damage exists and those damages exceed the Cleaning Deposit, repairs will be made and renter will be charged accordingly.

Below are the mandatory clean-up procedures that are expected of all tenants before their rental window is closed and the keys are returned. Additional steps may be required to ensure the lessee receives the full return of the Cleaning Deposit. For example, excessive alcohol spills may require more than additional mopping by the lessee. If lights are left on, the fee for the electricity will come out of the Cleaning Deposit.

The rental space and grounds will be reviewed by staff after the event has concluded and any additional work will be completed at that time. These expenses will come out of the lessee's Cleaning Deposit so we strongly recommend the lessee takes the time to ensure that all spaces are returned to their original condition. If requested prior to key pickup, a post event walkthrough can be scheduled so the lessee knows where they stand regarding their deposit however additional time to clean will not be granted unless an additional clean-up day is purchased in the Humboldt County Fair Association office and is attached to the lessee's contract. If you feel that will be necessary, we recommend including a clean-up day at the time of establishing the Rental Agreement for your event.

Supply Closet contains trash bags, mops, brooms, vacuum, toilet paper, and paper towels for lessee to use. Lessee will be responsible for emptying trash throughout building(s), mopping up any spills, sweeping floor and servicing restroom(s) including restocking empty paper product dispensers, plunging plugged toilets, etc. during the rental period.

Report any problems or malfunctions with the buildings (including restrooms) to HCF Staff Immediately.

Contact Information

During Office Hours: **Wednesday – Friday 9:00 AM to 4:00 PM (707) 786-9511**

Afterhours & Weekends: **(707) 740-2532**



Cleaning Checklist

- Trash emptied and taken with you for disposal. **NO TRASH ALLOWED LEFT ON GROUNDS.**
- All tape, string, etc., must be removed from the walls. Any pins, staples, etc. are not allowed and will count as damage to the facility.
- Wipe down all tables and chairs used during event.
- Return tables and chairs to carts, properly restore any other used equipment unless specific arrangements are made with HCFA staff prior to use.
- Sweep, mop, and thoroughly clean all restrooms in the rental space. This includes plunging clogged toilets, cleaning up extra messes from lessee's guests, etc.
- Restock all toilet paper, product dispensers, etc. with supplies
- Main room floor must have all spills cleaned up, then swept and thoroughly mopped.
- If leased as well, the kitchen floor must have all spills cleaned up, then swept and thoroughly mopped.
- Clean and wipe all windows and door handles.
- Ensure all windows are closed and locked.
- All lights must be turned off after event
- Ensure that the heat has been turned off.
- Finalize all doors are fully closed and locked upon departure from the grounds – this means doing a “pull check” on each doorway to make sure they are each fully locked up.
- Ensure that there is no garbage on the exterior of the facility rented or in the parking areas.
- A separate pre and post cleaning/damage inspection form is required for all kitchen rentals. If the kitchen is not a part of your lease yet it is clean upon post inspection to have been used, you will be charged the additional rental fee for the space so please ensure lessee staff and guests do not use any space that was not included in the lease.