

Glenn Otto Park
Required Clean-Up Duties for User Groups

**Sam Cox Building
Great Room and Annex**

Cleaning Deposit is subject to forfeiture if the building is not adequately cleaned.

- Wipe down, fold and return all tables used back against the wall.
- Place chairs used in chair racks – if tables or chairs were brought into the great room from the annex, please return them to the annex.
- Clean counters and appliances (oven, stove-top, microwave, etc.) used in kitchen.
- Clean up all spilled beverages from tables, chairs and floors.
- Sweep up debris from floors (confetti, food, etc.).
- Clean up any outside areas used (cigarette butts, cups, etc.).
- Use tape, not staples or nails, for decorations. All tape and decorations must be removed after event.
- Sack all garbage and used diapers and place in park dumpster.
- No gum is allowed in the building.
- Do not block exits with furniture or decorations.
- Keep balloons away from fans and trees; water balloons are not allowed.
- Return benches outside to stage if used. Do not move park picnic tables.
- Return cleaning supplies to janitorial closet.
- No smoking inside the building and within 10 feet of any door or window.

Shelters

- No confetti in the park.
- Use tape or push pins, not staples or nails, for decorations.
- All tape and decorations must be removed from tables, posts and shelter covers after event. This includes removing any sign(s) identifying your function.
- Keep balloons away from fans and trees; water balloons are not allowed.
- Do not move park picnic tables.
- Property dispose of coals, cigarette and cigar butts in a safe manner.

Building / Park Etiquette

- Do not cover or remove signage within the building or park.
- Use birdseed instead of confetti or rice in the park (confetti is difficult to remove; plastic confetti and rice are hazardous to wildlife).
- Remove personal items and any other furnishings or equipment from the site when you leave.

Schedule Changes and Building Access

- If you are going to be arriving late, please call the Park Caretaker (Theresa Gunnerson) at 503-666-6518 to let her know.
- Contact the Park Caretaker (Theresa Gunnerson) (503-666-6518) for a short tour of the building. She does not work on Tuesdays or Wednesdays.
- Contact Rooney Barker (503) 674-7262 or Jodi Rogers (503) 674-7229 if you have changes in scheduled times/dates.

If you have questions during your use of the building, please contact the Park Caretaker.