

**Glenn Otto Park
Sam Cox Building
Great Room and Annex
Required Clean-Up Duties for User Groups**

- Wipe down, fold and return tables used back against wall.
- Place chairs used in chair racks.
- Clean counters and appliances used in kitchen.
- Clean up all spilled beverages.
- Pick up debris from floors (confetti, food, etc.).
- Clean up any outside areas used (cigarette butts, cups, etc.).
- Sack all garbage and place in park dumpster.
- Return benches outside to stage if used. Do not move park picnic tables.
- Return cleaning supplies to janitorial closet.

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

Schedule Changes and Building Access

- Contact Rooney Barker (503) 674-7262 if you have changes in scheduled times/dates.
- Contact Park Caretaker (Freda and Rodney Emmons) (503) 666-5304 for a 20-minute tour of the building. They do not work on Tuesdays or Wednesdays.

Building / Park Etiquette

- Use tape, not staples for decorations.
- Keep balloons out of fans and trees.
- Do not block exits with furniture or decorations.
- 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.

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