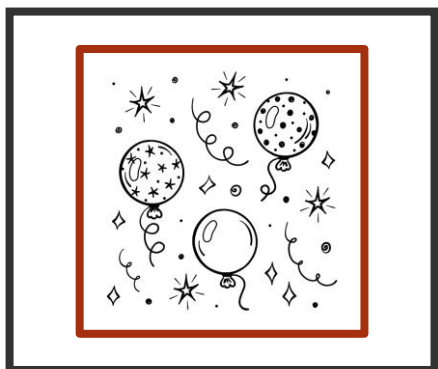




Nibley City Community Room Reservation



Thank you for reserving the
Community Room at
Nibley City

We hope it will meet the needs of
your event....

And would like to remind
you of a few important
things.

Set Up-Take Down

- All activities must take place on the day of the event
- Between the hours of 8:00 a.m. and 11:00 p.m.





Please do not tape or nail anything to the walls. No confetti or rice may be thrown.

The cleaning checklist must be complete to receive your deposit

You will be given a cleaning checklist when you pick up the key



Cleaning supplies are provided for your use. They are in the closet next to the restrooms.

CITY HALL CLEANING CHECKLIST

Thank you for helping to take care of Nibley's city hall and community center so that it can remain a beautiful amenity for families and community members for years to come.

If there is a mess or a problem before your event, please call 435-752-0431 and leave a message for the person on call.

Please complete the following after using the facilities:

- **Entryways:** Please vacuum rugs and clean windows; (To clean windows, use window cleaner and rags in janitorial closet)
- **Community Room:** Please sweep and mop the floor, empty garbage cans and clean windows—especially windows on doors;
- **Tables/Chairs:** Please wipe down tables and neatly stack tables and chairs in storage closet. Please stack chairs on wheeled racks—no higher than 6 chairs each. Extra chairs may be stacked against the wall in the community room;
- **Spills:** If there are any spills on chairs or the floor please wipe them up as quickly as possible.
- **Tile Floors:** Please sweep tile and spot mop any spills or footprints on tile. Use microfibre blue mop in janitorial closet with water only. Wring out mop cloth before placing it on the mop handle. Wring out mop cloth each time you rinse it. Please **DO NOT** use any cleaning products on the floors;
- **Kitchen:** Please clean sink—including garbage disposal; stovetop/front, microwave inside and out, counters, and refrigerator; empty garbage cans;
- **Bathrooms:** Please clean countertops, sinks, toilets, and mirrors; pick up any trash and empty garbage cans.
- **Doors and Walls:** Spot check and wipe down any sticky spots, fingerprints, etc.;
- **Rags:** All rags should be rinsed, wrung out, and left in the janitor's closet in the clear bin; (the city will launder the rags)
- **Outside:** Please clean up any garbage or messes outside of building that might be associated with your event, including on patio, sidewalks, parking lot, etc.;
PLEASE BE AWARE THAT NIBLEY CITY DOES NOT SHOVEL SNOW OUTSIDE OF BUSINESS HOURS
- **Doors:** Before leaving the building, please double check ALL doors, **ESPECIALLY PATIO DOORS**, and make sure they are locked.

Please ensure this checklist is complete, vacate the premises when agreed upon, and return the facility key the next business day to claim your deposit.





- * If you are paying the resident price, proof of Nibley residency will be required.
- * Only the person who signs the agreement can pick up and return the key to receive the deposit.
- * A picture ID will be required.



Thank you again for choosing
Nibley City for your event