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**Georgeson Botanical Garden
Event Setup/Cleanup Checklist
Rotary Pavilion**

It is the responsibility of the renting party to clean up after the event. We are providing this checklist to help ensure your successful departure. Your completed form can be handed to the event attendant or emailed to cjennin9@alaska.edu no later than 24 hours after the end of the event.

Designated Contact of Renting Party _____
Email _____
Phone number _____
Date of event: _____

A \$150 cleaning fee will be charged to the rental party if any of the following is not completed.

Cleaning supplies and trash cans are located inside the locked cleaning shed adjacent to the Pavilion. The access code will be provided to you before your event or if you have pre-arranged to have an event attendant onsite, they will assist you in accessing them.

Pre-event setup

- Put out trash cans with trash bags (*if the GBG Event Assistant has been pre-arranged to attend your event, they will do this*)
- If using the grill, remove the grill cover (carefully and slowly) ensuring the edges of the cover are not ripped.
- If using the grill, ensure propane is loaded in the grill (renter is responsible to provide their own propane).

Post-event cleanup

- Place tables and benches back to original configuration.
- Remove all added decorations and signage.
- Clean grill, including scrubbing grill grates. Cleaning tools are located below the grill.
- Replace grill cover only *if the grill is cooled down*. If the grill is still warm, place the grill cover on a table inside the Pavilion rather than over the hot grill.
- Wipe down tables and benches with provided cleaning supplies that are located inside the locked cleaning shed.
- Sweep Pavilion floor The broom and dustpan are stored inside the cleaning shed.
- Pick up any trash from the lawn and dispose of it appropriately.
- Empty trash cans. Trash goes into the large trash dumpster in the parking lot. Emptied trash cans are placed back into the cleaning shed.
- Replace all gates around the pavilion (both west and east ends).
- Take photos of the facility that you rented after you have cleaned up. Send to cjennin9@alaska.edu (this is for users that do not have an attendant onsite at the event)