



## The Martin Center

### Kitchen/ Multipurpose Room Policies and Checklist

The first priority of The Martin Center is to provide programs and services for its Members and Guests. Only the Center Director may approve facility usage applications. The Martin Center reserves the right to request references and to refuse the use of the facility for any reason.

#### SET UP:

**All set up** must be done **within** the rental period. This includes delivery of flowers, cakes, linens, dinnerware, equipment, etc. Any rental items that are not picked up during the rental period will result in loss of total damage deposit. Any exceptions must be arranged in advance with the Center Director and so noted on the Facility Use Application and Contract. Deliveries may use the kitchen entrance during rental hours only unless prior arrangements have been approved with the Center Director.

- The Martin Center is not responsible for nor assumes liability for receiving, storing, safekeeping any items delivered to the Center or brought onto the premises.
- Martin Center furnishings may not be moved or altered in any room or corridor except for the dining tables and chairs in the Multipurpose Room.
- Tables or chairs must not touch the wall surfaces, nor be stacked or propped against the walls for any reason.
- If tables need to be removed from the room, they must be placed on the appropriate carts in the storage room. Chairs must be stacked no more than 8 chairs high and placed neatly in the storage area.
- **All** exits must remain clear in case of an emergency.
- No food is to be served off of any of the furnishings other than the tables designated in the multipurpose room or the pre-function space just outside the multipurpose room.
- No red dye punch or foods with red dye may be served anywhere in the facility.
- **Nothing** may be attached to any walls, windows, doors, ceilings, or furniture, regardless of the material used.
- Candles may **ONLY** be used on the dining tables in the multipurpose room.

- Use of dishwasher and ovens are **not included** in rental and are not to be used without prior written approval of the Center Director.
- Any damage noted by the user must be noted to Center staff prior to usage or user will be held responsible for all costs of replacement or repair of properties.

**CLEAN UP:**

Please leave the Center in better condition than you found it and all parties will be happy! All items should be completed before checking out with the Center representative. Center representative must initial list before the user vacates the facility. Failure to do this will result in loss of damage deposit. Check out time will be noted on the checklist and signed by both parties.

All trash is to be tied securely in trash bags and placed **into** the flip-top dumpster containers located inside the dumpster enclosure just outside the kitchen door. Trash cans must be relined with plastic bags and **returned** to their original locations inside the building.

**Additional fee of \$50 will be charged** if garbage is not securely tied and placed **into** flip-top dumpster containers.

All kitchen tables, sinks, refrigerators, and equipment should be **cleaned** and **dried** and left ready for the next event.

All dining and serving tables **must be wiped clean**, all chairs brushed free of crumbs and wiped as needed.

All carpeted areas used must be **vacuumed thoroughly** and kitchen floors must be **wet mopped clean**.

All restrooms must be **at least** as clean as you found them or better.

**All items** brought into the facility **must be removed** at the end of the facility use period. Any rental items left in the building waiting for pickup will result in loss of entire \$500 damage deposit.

**SPECIAL NOTES:**

If **prior** written permission has been obtained for the use of the dishwasher or ovens, that equipment **MUST** be left clean and wiped dry. Dishwasher drain must be cleaned and replaced and any **SPILLS** in the oven must be removed.

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Contact: \_\_\_\_\_

Caterer: \_\_\_\_\_

Check-in time: \_\_\_\_\_ Check-out time: \_\_\_\_\_

Center Representative: \_\_\_\_\_

Comments:

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