

# AUDITORIUM MAIN HALL USE RULES

For private parties, clubs and organizations requesting use of the Auditorium

**Cleanup of the auditorium and kitchen is the responsibility of the individual or organization using the facilities. The Board of Directors has the right to hold said individual financially responsible for cleanup if needed.**

<b>TABLES</b>	All tables must be wiped clean and sanitized to Maricopa County Health Codes. Sanitizing tablets and a red sanitizing bucket are available in the SVE Kitchen under the Garbage Disposal. Towels can be found in the cabinet under the first aid kit.
<b>FLOORS</b>	Must be dry mopped and, if spilled on, wiped up.
<b>LIGHTS/FANS</b>	All lights and fans must be shut off at the end of the event.
<b>DOORS</b>	When AC or heat is being used, do not prop open or leave any doors open. At the end of the event, check all doors to make sure they are <b><u>latched</u></b> and locked.
<b>WASHROOMS</b>	When the event is over, shut off all lights and check for running water. Do not dispose of any food items in the toilets, sinks or trash cans. Do not dispose of any personal items in the toilets.
<b>WALLS/ SHUTTERS</b>	<b><u>No</u></b> nails, tacks, pins, staples, tape, adhesive, or any other means of attaching anything to the walls will be allowed unless SVE HOA Board approved.
<b>TRASH</b>	Please empty all garbage cans in the trash dumpsters located in the N.E. Parking Lot.

## **ALL AREAS ARE NONSMOKING**

**ANYONE WHO ABUSES THE PRIVILEGE OF ROOM USAGE WILL BE DENIED ALL FUTURE RESERVATIONS OF ANY ROOM! THIS ALSO INCLUDES OUTSIDE GROUNDS AND FACILITIES!**

## **AUDITORIUM KITCHEN CHECK LIST**

<b>AREA</b>	<b>COMMENTS</b>
PASS THRU WINDOW	Locked Counter cleaned (black marks removed) Must be sanitized
MICROWAVE	Inside and outside cleaned
ICE MACHINE	Never leave scoop in ice machine Place scoop in tray on top of machine Do not return leftover ice cubes to ice machine

SMALL SINK	Used for washing hands only Clean Empty wastebasket under sink
GARBAGE DISPOSAL AREA	If you find water in sink, lift rubber drain cover Clean
DISHWASHER	Clean and rinse Wall (splash area) clean Sink/Counter cleaned and sanitized Locked
STAINLESS STEEL FREEZER	Locked. Must get office approval to use. Clean outside
STAINLESS STEEL REFRIG	Locked. Must get office approval to use. Clean outside
STOVE	Clean – must get special instructions from office Burners off Hood off <b>Turn breakers off?</b>
GRILL	Must get special instructions from office to use Cleaning is very important. Do not use the grill as a countertop.
BUTCHER BLOCK TABLE	Must be cleaned and sanitized
STAINLESS STEEL TABLE	Cleaned and sanitized
EAST WALL COUNTER	Cleaned and sanitized
LARGE COFFEE POTS	Clean and place on sanitized counter
SO/EAST WALL COUNTER/SINK	Do not leave anything in sink. Clean
CARTS	Clean and dry
TRASH CANS	Empty trash in outside trash bins. Replace with 33 gal. trash bag which is supplied by Association. Clean out garbage can if necessary before replacing trash bag. <b><u>NO TRASH CANS ON COUNTER OR TABLES! HEALTH DEPT. RULE!</u></b>
FLOORS	Sweep Mop (WET) See special instructions for cleaning floor

## SPECIAL INSTRUCTIONS

Black marks found on counters can be removed with a little Comet, found in the upper cabinet over the large sinks. (East wall)

COUNTERS: Disinfectant (Quaternary), a sanitizer, can be found under the garbage disposal. Use 1 pill to 1½ gal. lukewarm water. This is approved by Health Dept. All counters are to be sanitized. Use towels for cleaning (found in cupboard drawer by freezer). Place wet towels in hamper when finished.

FLOOR: Armstrong Once 'n Done floor cleaner can be found under the garbage disposal. The water line is marked on the bucket. Follow directions for amount of cleaner to use. Mops are in the outside cupboard by back door.

AMENITY FEES: Amenity Fees may be charged for use of association coffee, condiments, napkins, plates, etc.

To report any problems, call:

DURING OFFICE HOURS                      Activity Director or Manager    480-380-0106

or

AFTER OFFICE HOURS                      Roy Sager 480-380-7898\*\*  
Ed Malone 480-236-5870

\*\*To gain access into the Auditorium kitchen, contact Roy Sager at least 72 hours in advance of your event or activity.

Cleanup of the kitchen is the responsibility of the individual or organization using the kitchen. The Board of Directors has the right to hold said individual financially responsible for cleanup if needed.

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