

Laramie County Fairgrounds Facility Cleaning & Use Policy

THIS POLICY APPLIES TO ALL RENTERS

Including but not limited to

Private, 4-H Clubs, FFA Chapters, 501(c)(3), Organizations, & Commercial Users

Failure to comply with the cleaning and use policy will be cause for denial of future use

- ✓ Trash emptied and taken to dumpsters from building and restrooms. Do not leave any trash in the building & trash cans.
- ✓ Trash picked up and disposed of from the parking areas and around exterior of building
- ✓ Bathrooms policed & toilets flushed
- ✓ Wipe down tables & chairs after use
- ✓ Properly restore tables & chairs to carts
- ✓ Properly restore any other equipment used unless other arrangements are made with LCF staff
- ✓ Floors swept after use and spills mopped up
- ✓ All tape, string, etc used for decorations must be removed from walls, windows, ceiling, beams and all other fixtures
- ✓ All confetti, artificial flowers, etc. must be removed from the building(s), grounds and meadow.
- ✓ Close and lock windows
- ✓ Heat turned down to 55°
- ✓ Building and restroom lights turned off
- ✓ Doors locked upon exit

A separate pre and post cleaning/damage inspection form required for kitchen rental.

Supply Closet contains trash bags, mops, brooms, toilet paper, paper towels and cleaning supplies for lessee to use.

Lessee will be responsible for emptying trash throughout building(s), mopping up any spills, sweeping floor and servicing restroom(s) including restocking empty paper product dispensers, plunging plugged toilets, etc. during the rental period.

A Cleaning/Damage deposit of \$200.00 is required at time of booking and will be refunded after event if cleanup is complete and no damage is incurred. If any cleaning is needed and/or damage exists and if the cleaning and/or damages exceed deposit, cleaning and repairs will be made and renter will be charged accordingly. Deposits are processed on the 10th and 25th of the month following event.

Report any problems or malfunctions with the buildings, equipment and restrooms to LCF Staff Immediately.

Please comply with the policy so rental fees can be kept affordable for all current & future users

Upon renter's request, a walk-thru can be arranged prior to and after rental period to establish building condition for deposit refund.

Contact Information:

Office: 8-12 & 1-4 Monday thru Friday (307) 633-4670
After Office Hours (307) 421-0321