

Renter Cleaning Guidelines

All guests and vendors shall exit the facility with all belongings by midnight. Facility shall be cleaned to meet ABG standards. Damage deposits are retained and additional billing occurs if the facility is not cleaned according to specifications set forth in these guidelines.

Required cleaning by renters to ensure return of damage deposit and no additional billing:

- Any items brought in with renter or vendors servicing renter must be taken off site or thrown in garbage cans. ABG staff will remove garbage from facility.
- Remove all food and beverage from kitchen and any other places food/beverage was provided; check oven, fridge and microwave.
- Wipe countertops, sinks, fridge, microwave, oven and any other areas used and remove all food /beverage messes.
- Equipment: ABG equipment must be stored by ABG staff in designated closets. Rental company items must be stored in approved locations or removed by Rental Company by midnight. Personal items shall be removed by renter.
- Outside: all rental company items must be removed from garden areas and stored in designated breezeway or in building before exit.
- Floors: Any items (food, garbage, jewels, marbles, etc.) that will not be picked up off the floor by a vacuum needs to be removed by renter. ABG staff will vacuum.
- Remember to check all rooms used to ensure the removal of your property (Bridal rooms, restrooms, etc.).
- Restrooms: pick up any trash on floors or countertops and place in garbage cans.
- Food and beverage product left in carpets will stain and result in damage charges. Consult ABG staff if you need cleaning product to assist you in removing these areas.
- Outdoors: All garbage must be placed in garbage cans. Pick up all trash not put in garbage and check along garden beds for trash that was blown around. Check parking lot area for trash also.
- Smoking is not allowed in buildings. Outside ashtrays must be used or use parking lot
- If you need additional garbage cans or cans emptied, contact ABG event support staff for assistance.
- Children must be monitored at all times by responsible adults. No playing in garden beds, on pond/waterfall. Damage to gardens requires the full maintenance deposit to be retained and the potential for additional billing.