

CLEAN-UP CHECK LIST

Upon completion of your event, the following list needs to be completed in order to fulfill the terms and conditions with booking out the CSU space requiring that you must leave the lounge in the state that it was found.

It is your responsibility to ensure this list is completed at the end of your event.

Do not remove furniture from the CSU space at any time before, during, or after your event.

At the end of your event please put the furniture back into its original position including the positioning of the wood slat walls.

Remove excess garbage and recycling collected during your event. Large garbage and recycling containers can be found in the Library hallway.

Clean all mess that was made. Ensure if any stains are made on the carpet or furniture that they are cleaned instantly.

Stack any tables and/or chairs used for your event flat on the floor in front of the big green wall. Do not lean items against the wall to protect from damage.

If anything is taped (with painters tape only) to the walls, attached to the ceiling, etc. please remove in its entirety (including excess tape, strings, etc.)

If using any A/V cables for your event and the CSU desk is closed for the night, please slide the cables through the gate for safe keeping. They will be checked in the morning to make sure that all cables are present and accounted for.

If using the A/V equipment (projector or DVD player) please be sure to turn off all equipment by pressing the "Turn OFF" button and make sure the screen is retracted into the ceiling.

Thank you for your time in putting the CSU student space back together for all to enjoy!
