

Information, Closing Up & Cleaning Checklist

For Monday-Friday rentals pick up your key at the Story Mill Community Center on 600 Bridger Drive, by 2:00pm the day prior to or day of the facility use; for Saturday and Sunday rentals, keys should be picked up by 2:00pm on Friday. Key pickup hours are 9am-2pm Monday-Friday. Our phone number is (406)582-2290.

The Beall Center provides 12-60” round tables, 4-8’ rectangular tables and approximately 75 chairs. There is an oven, refrigerator-freezer and microwave oven in the kitchen. There are no pots, pans, dishes or utensils. Cleaning supplies and equipment are provided.

RESTRICTIONS:

- * **No smoking inside the facility**
- * **No candles with flame**
- * **No animals inside the facility, except for service animals**
- * **No glitter or confetti allowed**
- * **No tape, staples, nails, or tacks on the walls or ceiling**
- * **The City of Bozeman Noise Ordinance #1539 in neighborhoods goes into effect at 10:00 p.m. Noise and music must be stopped at 10:00 p.m. or you can be cited. Please ask your participants to quietly leave the building & parking spaces. * Any activity on the Beall Park grounds must end by 10:00 pm. * The Time Block you’ve paid for includes your set-up, event, and cleaning, and is the only time you may be in the building. This includes your guests, your caterer and rental company. You need to remove all items, have facility cleaned and vacated by the time specified on the reservation agreement. Please allow yourself enough time (at least one hour) to clean the facility. If you want to clean the facility the next day, you must reserve it ahead of time and pay the rental fee.**

****Due to security and safety concerns, we require each renter to successfully lock the doors to the facility when leaving. Failure to do so will result in your deposit being held.**

WIRELESS INTERNET DIRECTIONS AT THE BEALL CENTER

Right click on the wireless connection icon in the lower left corner and you will see available network connections. Select "BozemanGuest" and follow the prompts. Once connected, launch your browser and it will automatically go to a Cisco authentication page. Type in your email address and click on accept and you are good to go. Two caveats: you will see a windows certificate error before getting to the authentication page, just click continue. Secondly you **MUST** click “accept” on the authentication page, you can’t just hit enter.

The City of Bozeman Parks and Recreation Department is able to keep the rental fee low because each group is responsible for cleaning the facility after use. Any rental requesting an alcohol permit or with 75+ people is required to hire a professional, licensed, insured cleaner to clean the building immediately following their event and provide proof of hire. Proof of hire must be submitted BEFORE your reservation takes place. This can be in the form of a receipt, email, etc. Either you or the cleaner can email recdept@bozeman.net with that information. Any event that does not fall into those categories is highly encouraged to hire a cleaner to ensure the facility is clean enough for the full deposit to be returned. If you do not provide proof that a cleaner has been hired, the deposit required will be doubled. We appreciate you or your cleaner doing a good job in cleaning the facility!

Cleaning Checklist:

___ Disinfect all frequently touched surfaces (door knobs, tables, counters, faucets, water fountain, toilets, light switches) with an EPA approved disinfectant <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

___ Clean tables and chairs, and put them away on carts

___ Clean rest rooms: sinks, toilets, garbage, mirrors, sweep & mop floors using mop bucket & rag mop

___ Clean kitchen: sinks, counters, microwave, refrigerator, freezer, oven, floors using mop bucket & rag mop

___ Empty all garbage containers. Wipe up spills on containers and surrounding areas. Put new bags in garbage cans. Place garbage in receptacles located on south side of building.

___ Clean all floors: vacuum, sweep & mop floor using mop bucket & rag mop. Mop all floors using vinegar water. **Please squeeze the mop as dry as possible before mopping.**

___ Pick up litter/trash/cigarette butts around building.

___ Turn off all lights and make sure all doors are locked and shut tight. Turn light switch on by each set of doors for outside if dark or before leaving.

___ Return the key by placing it in the red key drop box at the Story Mill Community Center (600 Bridger Dr.) on the outside wall to the left of the front door.

___ Report any building needs to the Bozeman Parks & Recreation Department, when you return your key or call 582-2290.

In case of a facility maintenance-related **EMERGENCY**, please contact: Jamie, Recreation Manager at 600-2455 or Holly, Asst. Recreation Manager at 579-7447. Please leave a message if you reach their voicemails. They will do their best to respond promptly, however neither is on-call or may be out of cell range.

YOUR DEPOSIT WILL NOT BE RETURNED IF:

There was damage to the facility, excessive cleaning is required by staff or unsanitary conditions exist (i.e. vomit) upon inspection, the doors were not locked, or the police were called to your event. (Keep the noise level down).