**Cafeteria Use Clean-Up Checklist**

Sponsor of event \_Millbrook Volleyball\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Remove all event items from the cafeteria (screen, podium, tables, etc)
* Return all cafeteria tables to the original design
* Clean all tables and counters with cleaner (located behind the middle serving line)
* Sweep all areas used during the event
* Remove all trash, boxes etc from the cafeteria and dispose of it in the dumpster

**Reminders**

* The kitchen, utensils, bowls or pans cannot be used if the cafeteria manager is not working the event.
* No trash can be left in the cafeteria overnight.
* Access to the ice machines can be requested through a custodian or an administrator

**We appreciate your compliance in leaving the cafeteria in an orderly fashion. Please return this form to Ms. Roger’s box at the completion of your event.**