

# Room Reservation Responsibilities

Should you have a confirmed room booking through the Activity Office please adhere to the following:

- Set up and tear down of tables and chairs is **your** responsibility. Please leave room in a clean and orderly manner. Return all tables and chairs to original positions.
- Wipe tables, counters, stove and chairs free of food & beverage. Wash, dry and return any kitchen equipment used.
- **Linen tablecloths need to be cleaned and returned to the office by 2 pm on the next business day following your event. Cleaning instructions will be provided at time of pick-up.** Vinyl tablecloths are wiped down with warm sudsy water. Dry prior to folding. Keep in mind tablecloths are in high demand. **Please do not have others return table cloths for you.** If others clean them, have them bring them to you and then, return to the Activity Office at one time.
- If needed, additional trash bags can be found on the bottom of all trash containers. Do not leave filled trash bags on Ballroom, Auxiliary Ballroom or Cabana floor. Place outside of building. Oasis – leave trash bags inside building on tile.
- Additional chairs for the Cabana are located in the gated storage area next to the outside entrance to the women's shower room.
- The Buena Vista Ballroom, Oasis and Cabana are equipped with recycle bins. Blue is designated for cans and green for bottles.
- Wipe spills immediately from all floors, most importantly the Buena Vista Ballroom and Auxiliary Ballroom wooden floors.
- There is a vacuum in the Oasis storage room and dust mops backstage in the Buena Vista Ballroom, Auxiliary Ballroom and Cabana.
- The Cabana glass doors which face the pool can be opened by contacting the Activity Office or Security prior to your event.
- Reset thermostat (turn off AC, heat, etc) and turn off lights. Buena Vista Ballroom and the Cabana thermostats are pre-set.
- If any damages occur inform the Activity Office as soon as possible.
- When your room was originally scheduled it included set up and tear down time as requested. Please check your confirmation for your room times. **Do not arrive earlier than your assigned time to set up.**
- **Please be sure to have everything put away, cleaned up and wrapped up by the time indicated on your confirmation sheet. There may be another even scheduled following yours.**

Your cooperation is greatly appreciated.

**Have a great event!**

Revised 8/2016

## The following items may be checked out from the Activity Office to further enhance your event:

- Punch bowls & ladles
- Cutting boards
- 100-cup coffee pots
- Coffee carafes & water pitchers
- Large bowls
- 5-gal beverage dispensers
- Large coolers (**based on availability**)
- Serving utensils
- Stock pots (metal)
- Warming ovens (heated, electric)
- Vinyl or linen table clothes
- Select banquet tables (8')
- Metal folding chairs
- Table candles (frosted glass oil burning) 50 cents/ea.
- Raffle drums
- Whiteboard
- Song books
- Bud Vases (white or clear)
- Mirrors
- Portable sound system with 1 or 2 microphones
- Microphones
- Pencils & clipboards
- TV & DVD player available in the Aux Ballroom, Oasis, Sonoran Café, and Cabana

**Round tables, card tables, sugar & creamers, salt & pepper shakers and roasters may not be borrowed.**

**\*\*\*Please clean all items borrowed from the kitchen prior to returning\*\*\***

Food and paper products can not be purchased from the Activity Office. The Oasis and Cabana are stocked with water pitchers, salt & pepper shakers, coffee pots, punch bowls and coffee carafes.

Also available are “make your own” set ups for coffee, punch and lemonade. Price includes coffee, punch or lemonade, napkins, cups, stir sticks, sugar and creamer. **These charges apply for private club functions, parties and meetings.**

- **Coffee** – 100-cup coffee pot (including items above)- \$15.00
- **Punch or lemonade** – serves 100 - \$10.00 (must purchase full container)

Microphones must be obtained from the Activity Office. The Buena Vista Ballroom, Aux Ballroom and Cabana are equipped with a sound system, microphone jacks, a pull down screen and computer/media capabilities.

**Ice** - \$1.00 per bag. Ice is bagged and may be obtained from the Activity Office Monday through Friday 8:00 am – 3:30 pm. Ice is not available weekends.

**Helium** – 30¢ per balloon/provide own balloon **\*Paid in advance – self service**  
**Helium with balloons & ribbon** – 50¢ each **\*Paid in advance – SELF SERVICE**  
Helium not available on weekends unless scheduled through the Activity Director.

**Borrowed items cannot be taken out of the park.  
Please leave the room clean & orderly.**

**Due to “all-park” events, various items may not be available for check-out on certain dates.**