

## **H. Clean-up**

You are responsible for the cleanliness of your site, and you will have until the end of your event day to return the site to its original condition. If the timing of your event is such that you are unable to complete clean-up on the same day, exceptions may be made by the City of Salina as long as those details are provided in the Special Events Permit Application.

You are required to provide all details pertaining to site clean-up as part of the Special Events Permit Application. Please identify whether:

- you will contract a private waste removal company (e.g., Salina Waste Systems, AllMetal Recycling Salina, Hometown Disposal, etc.) to provide such services for your event, or if
  - you will enlist volunteers to clean and properly dispose of any waste to appropriate offsite disposal facilities.
- Keep in mind that if you choose to handle the clean-up on your own or use volunteers, you will be held responsible for the cleanliness of the site post-event. Trash bags and/or boxes containing waste may not be left next to any City or public waste receptacles. All waste products must be taken with you and disposed of properly offsite.

### **Plaza Clean-up Deposit:**

For special events taking place in an Arts, Commerce, and Entertainment (ACE) District public plaza, the Salina Downtown, Inc. (SDI) will assist the City of Salina in evaluating the proper set-up before events and site cleanliness at the conclusion of events. To encourage good stewardship of these spaces, the City requires a \$100 deposit for ACE District public plazas, which will be returned upon SDI inspection and satisfaction with site clean-up.

### **Park & Recreation Facility Clean-up:**

Our community parks and facilities must remain clean and beautiful for the enjoyment of all. Therefore, the Parks & Recreation Department also requires users to clean up parks and associated facilities at the conclusion of each event. Special events may be required to provide the necessary trash cans and/or dumpsters.

Users of the Neighborhood Centers are also responsible for:

- setting up and taking down all tables and chairs,
- sweeping and mopping floors,
- wiping down all tables and chairs used,
- taking waste to outside receptacles, and
- any and all damage that occurs from your use of the facility.

Other details may apply per the Parks & Recreation Department's most current reservation policies.

### **Liquid Disposal:**

Make sure you don't dispose of liquids, including water, in any public drains. You can cover the drain and use a shop vac or similar device to collect water. Or you can use a catch basin and take the dirty water with you after the event for disposal. This includes but is not limited to emptying water barrels, dunk tanks, grey water, etc.

**Portable Restrooms:**

If your event requires portable restrooms, you are responsible for arranging their proper removal. See Section U of the Guidelines for more information regarding portable restrooms.

**NOTE:** Failure to properly clean your event site will result in additional fees, charges, or a forfeit of deposit to cover City expenses related to staffing, cleaning, and/or damage repair.

*Please contact the Department of Community & Development Services at (785) 309-5715 if you have any questions regarding clean-up requirements.*