

RENTAL SPACE CLEAN-UP CHECKLIST

Revised February 2017

(A MINIMUM OF \$200.00 WILL BE DEDUCTED FROM YOUR DAMAGE DEPOSIT SHOULD THERE BE FAILURE TO COMPLY WITH ANY OF THE FOLLOWING)

The rental space must be left in clean condition when leaving. This includes washrooms, front entrance, kitchen and parking lot. Tenant must supply all cleaning products.

- Tables & Chairs:** Client is responsible for setting up tables and chairs for their event and must clean all used with soap and water at the end of their event. ***Do Not Put Away***
 - Tables are **not** to be dragged across the floor, but must be lifted and carried
 - Always check that table legs are locked in place

****Please leave tables and chairs set up in the hall - **do not** stack them as they will be inspected and put away by TCA staff****
- Kitchen/ Bar Kitchen:** Wipe down of all kitchen surfaces, all counters and sinks must be cleaned with soap/water. Clean up all spills from walls, counters, cupboard and sink.
 - Appliances and coffee urns (if used) must be cleaned inside and out with soap and water. Items are to be left in the same condition as they were found
 - Floors to be swept and mopped with soap and water (wet spills and sticky areas must be cleaned with soap and water immediately to prevent slips and falls)
- Garbage:** All garbage/recycling **must** be removed including any broken glass, cups, plates, etc. and **placed inside** the appropriate outside waste bins that are in the parking lot. Do not place hall garbage in rink garbage cans, behind hall.
 - Please ask your guests/volunteers to RECYCLE all paper, cardboard, plastic containers, plastic bags/plastic wrapping, tin cans and glass jars. NO STYROFOAM products please!
- Keys:** You are responsible to make sure that all doors are locked before you leave the Building and the key is in the grey box inside by the entrance way. ***\$150.00 will be deducted from your Damage/Security Deposit for any broken keys or if the keys are returned late. All of the Damage Deposit will be forfeited as a result of lost keys or if the doors are left unlocked or unsecured. Should any damage or losses occur as a result of the renter's failure to properly secure the building, the renter shall be responsible for any and all such losses or damage.***
- Main Hall:** Remove all decorations, affixing, and personal belongings. All personal belongings are your responsibility. Painter's tape or other non-marking and non-damaging means are the only acceptable means of affixing decorations. Nothing may be used that will pierce or smudge the walls.
 - **Stage (Large Hall Only):** All sections to be in the location as they were found. (\$75.00 / per piece charge if not done)
- Washrooms:** All counters wiped off and cleaned with soap and water and floors swept (wet spills and sticky areas must be cleaned with soap and water immediately to prevent slips and falls)
 - Check bathrooms to ensure that all toilets have been flushed and taps are turned off properly. *****Ensure there are no nasty surprises for our cleaning staff!*****
- Outside:** You are responsible for cleaning up any items such as cups, plates, streamers, balloons, and any garbage.
 - Please use ashtrays outside, not the ground or flower beds.

Lighting: Ensure all lights are turned off in the facility prior to exiting the building.

Parking: No cars are to be left unattended on the patio. No vehicles are to be driven or parked on the grass or on the North end of the patio (blocking the access point for Fire/Ambulance). **This is a Fire Regulation. All of the Damage Deposit will be forfeited for failure to comply.**

- The building has multiple rental spaces available, all renters must share the parking lot. Parking is on a first come-first serve basis.

FIRE ALARM: If there is a FALSE FIRE ALARM during the client's event (caused by the client, guests, or suppliers), the client will be responsible for a charge of \$600.00 that will be collected AT THE EVENT for the event to continue. Payment for the call out fee is to be paid by cash or debit ONLY.

RENTAL COMPLETION TIME:

Events at the Temple Community Hall are not permitted to run past 1:30AM, including clean-up. The bar will be closed no later than midnight (last call at 11:45pm). Guests have one hour to finish their drinks and leave the premises by 1AM (unless they are cleaning up). Evening rentals must be completed & all persons are to leave the building (including all clean up) by 1:30AM or there will NO REFUND of security deposit. You will be directed to leave building immediately without extra time to do clean-up and you will be charged for all necessary clean-up.

**No Smoking No Fog Machines No Cotton Candy Machines No Confetti
No Sparklers No Alcohol Outside**

Interior and exterior of building is monitor by video surveillance

Failure to complete the above will result in a loss of or deduction from your damage deposit. Should damage result and repairs are required labor and material costs will be assessed in addition to a \$50.00 administrative fee. The final decision on loss or deduction of damage deposit will be made by the TCA Staff with approval of the President of the Community Association. All Renters will be notified within 10 Days of any deductions.

By signing I agree that I have received the appropriate keys for the rental space and the above items have been explained to me in full.

Signature _____ Date _____ Contract # _____ Key # _____

Hall Rental Facilitator _____ Phone # _____