

Temple Community Association (TCA) Pre-Paid Cleaning Service Terms & Conditions

In addition to the Rental Terms & Conditions the following additional Terms & Conditions shall apply if a Pre-Paid Cleaning Service is selected.

The renter is responsible for generally restoring the space to the condition in which it was rented. (Excludes cleaning floors and cleaning/putting away tables and chairs). In the event that damage is incurred or that extra janitorial services are required beyond the agreed upon cleaning service (for example, to remove decorations, tape, excessive garbage, or complete extra cleaning) in excess of the deposit amounts, the renter will be deemed responsible and will be billed following the event.

The pre-paid cleaning service will include:

- Washing, stacking, and putting away all tables and chairs
- Emptying all trash canisters into the outside dumpster
- Sanitizing all kitchen areas
- Sweeping and Wet Mopping all floors
- Ensuring the rental space is ready for the next rentals to arrive

Tenant Cleaning Responsibilities

- All garbage to be placed in garbage cans
- Coffee pots/urns/appliances cleaned with soap and water
- Any spills to be cleaned with soap and water
- 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!)
- Tables and chairs are NOT to be put away or stacked
- Remove all decorations taking care to remove all tape used
- Stage must be left in the same place as on arrival
- Return to TCA staff any rented equipment in the condition in which it was rented
- Please ask your guests/volunteers to RECYCLE all paper, cardboard, plastic containers, plastic bags/plastic wrapping, tin cans and glass jars into the green recycle bin outside, or alternatively in a separate container inside for our cleaners to remove

Signage and Decorations

No signs or decorations are allowed to be attached or in any way affixed to the building exterior without advance permission of the Hall Manager.

The client may use painter's masking tape or 3M hooks. Anything which will not pierce or smudge the walls is acceptable. A removable adhesive such as 'tack & stick' may be used, and this must be approved by the Hall Manager. The Renter is responsible for any cleanup costs for any adhesive left behind.