

# CHECKLIST: HANLEY COMMUNITY CENTRE RENTAL

Your damage deposit will be returned to you once the following conditions have been met. Failure to comply with the conditions will result in part or all off your damage deposit being kept. The caretakers will be paid \$20.00/hour for extra work they must do as a result of the following conditions not being met.

	YES	NO	Time needed to clean
Tables put away	_____	_____	_____
Chairs stacked in stacks of 8	_____	_____	_____
Hall floor swept & mopped	_____	_____	_____
Kitchen floor mopped	_____	_____	_____
Bar/Clubroom floor mopped	_____	_____	_____
Counters, stove, cooler clean	_____	_____	_____
Food & leftovers removed	_____	_____	_____
Tea towels washed and returned	_____	_____	_____
All garbage/recycling placed in Loraas bin	_____	_____	_____
Empty bottles/garbage collected	_____	_____	_____
Heat turned down in main hall	_____	_____	_____
Washrooms cleaned	_____	_____	_____
Sound system unplugged	_____	_____	_____
Doors locked when leaving	_____	_____	_____

**PLEASE LEAVE FACILITY AS CLEAN OR CLEANER THAN YOU FOUND IT**

**Person(s) Renting:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Caretaker Signature:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_