



CROSSFIELD & DISTRICT COMMUNITY CENTRE RENTER'S CHECKLIST

Renter's Checklist *IMPORTANT*

*** IF THE EVENT IS ON THE WEEKEND; KEYS MUST BE PICKED UP BY FRIDAY 4:00 PM**

****A cleaning surcharge may be implemented at a rate of C\$250.00 per hour and withdrawn from the damage deposit for any excessive cleaning required by the caretaker and at the discretion of the Town of Crossfield****

Renters must leave the premises in neat and tidy condition within 2 hours after the function unless the late clean-up option is selected and paid for upon booking the event

Please ensure the following is complete:

- _____ Wipe down all tables used and clean all messes/spills on chairs
- _____ Clean counters & floors (sweep and mop) in kitchen and bar
- _____ All dishes, silverware, pots & pans, coffee urns, etc. are to be washed, dried and returned to the proper cupboards
- _____ Sweep all floors and mop all spills (including bathrooms), returning floors to pre-rental condition
- _____ Vacuum carpet in the Main Hall
- _____ Tables & Chairs returned to their proper locations:
 - **Main Hall:** Rectangular Tables (60) to be returned to South Dressing Room. Round Tables (32) to be returned to the North Dressing Room.
 - 500 **black** chairs are provided for the Main Hall. All chairs must be in stacks of 8 and returned to chair room.
 - **Multi-Purpose Room:** Place all tables on the provided carts and line carts along the north wall (beneath the Elk mounted on the wall). Chairs placed in the closet at the back of the room in stacks of 8-10.
 - 160 **blue** chairs are provided for the Multi-Purpose Room
- _____ Check washrooms and clean up any paper or messes left on floors
- _____ Pick up all garbage on floors and place all garbage in the bin located at the back of the Hall. Remove all empty bottles and cans from the facility
- _____ Clean up any unusual messes created during your event (e.g. spills on walls)
- _____ Remove all supplies including food, liquor, dishes, decorations, etc. which have been brought into the Hall
- _____ Turn off all lights including the lobby and washrooms
- _____ Lock all doors and check that all emergency exits are closed and secured
- _____ Report any damage or items that require repair or replacement to the Town Administrative Office
- _____ **Return this checklist along with keys** into the drop box located by the front door of the Town Administration Office. **Arrangements must also be made ahead of time**, to return any borrowed equipment (microphones, cords, remotes, microphone stands, projector adapters, bar equipment) to the Town Administration Office.