

Terence Bay Community Hall Cleaning Requirements and Facility Checklist (DRY EVENT RENTAL)

Renter Name: _____ DATE OF USE: _____

A representative of the Terence Bay Community Hall Association will inspect the hall after your event to check that the following items have been completed. **Failure to complete the tasks below to a satisfactory standard may result in additional cleaning charges of \$25 / hour.**

- _____ Personal items and food removed – if you brought it in, take it out
- _____ Dishes are cleaned and put away (if applicable)
- _____ Kitchen counters, coffee urns, stove and sink are cleaned
- _____ Restrooms - toilets flushed, trash removed
- _____ Tables and chairs are clean and restored to the same position prior to rental
- _____ Liquids from cups, bottles and cans are emptied into sink before discarding to trash/recycling
- _____ Garbage bags tied and placed in front of the bar for disposal, and new bags placed in cans
- _____ Cardboard broken down and placed in front of bar for disposal
- _____ Floors swept and mopped, including restrooms
- _____ Heat is set at 6
- _____ Doors and windows are locked

_____ **FOR TERENCE BAY COMMUNITY HALL ASSOCIATION USE ONLY** _____

No issues

Damage

Garbage/Cleaning Neglected

Description of Damage/other issues:

Inspected By: _____ Date/Time: _____