

# INCARNATION COMMUNITY CENTER

## RENTER CHECKLIST

- Applicants are responsible for the clean-up of their event/activity. All items on checklist must be met in order to receive the Clean-up/Damage deposit or if used by a parish group, the group will be responsible for the cleaning expense and repair cost
- If the Hall or room is not clean upon entering, it is the renter's responsibility to notify the Community Center Director Immediately.
- Items cannot be adhered to walls, unless using painters tape.
- The Hall or room **MUST** be cleaned by 7:00 a.m. on the morning following the event unless other arrangements have been made with the Community Center Director.
- The Church of Incarnation is not responsible for any loss or damage to personal items. Please **DO NOT** leave your personal property, especially electronic devices in the room, even if you have the room for more than one day.

### GENERAL:

- Incarnation Community Center is a smoke free facility. Absolutely **NO SMOKING ALLOWED** anywhere in the building.
- Wipe down all table tops and chairs where food/liquids has fallen and return all furniture to the
  - Original set-up or to  Storage room
- Sweep and mop spills on floors, including
  - Washrooms  Hallways  Main Hall  Kitchen
- Marks and spills are to be wiped clean.
- All garbage, including garbage from outside the building, is to be bagged and taken to the bin in the parking lot.
- Turn off all lights.
- Make sure all windows are closed.
- If you are the last group to leave the building, make sure all doors are locked when you leave and lock the parking lot.

**RETURN KEYS AND FORM TO THE RECTORY MAIL SLOT.**

### KITCHEN (if applicable):

- Empty refrigerator and freezer of your items.
- Wipe down fridge, stove, countertops, oven, and faces of cabinets.
- Clean sinks and spills on backsplash.
- Sweep and mop all floors including Kitchen, Washrooms, Hallways and Main Hall.
- Marks and spills are to be wiped clean.
- Do not leave food or beverages in the Hall when you leave.

Rental Party \_\_\_\_\_ Date: \_\_\_\_\_

Did Rental Party leave room/hall in the exact same condition as when they came?

Yes  No, because \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_