

RENTER CHECKLIST

HOLYROOD COMMUNITY HALL

If the Hall is not clean upon entering, it is the renter's responsibility to notify the Hall Rental Director Immediately.

The Hall MUST be cleaned by 8:00 a.m. on the morning following the event unless other arrangements have been made with the Rental Director.

GENERAL:

- Holyrood is a smoke free hall. People smoking outside the building MUST use ashtrays.
- Wipe down all table tops and chairs and return all furniture to the storage room.
- Sweep and mop all floors, including Kitchen, Washrooms, Hallways and Main Hall.
- Marks and spills are to be wiped clean.
- Vacuum foyer carpets, front and back.
- All garbage, including garbage from outside the building, is to be bagged and taken to the bin at the West of the hall. The key for the Garbage bin is in the kitchen.
- Clean all outdoor ashtrays and cigarette butts.

KITCHEN:

- Wipe down fridge, stove, countertops, 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.

WASHROOMS:

- Clean toilets and remove any garbage from stalls.
- Clean sinks, counter surfaces.
- Empty garbage, bag it and take it to the bin at the West of the building.
- Wash floors and wipe any spills.