

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 _____