

# HALL CLEAN-UP GUIDELINES

## (Posted on Bulletin Board and in Kitchen)

CLEANING UP AFTER YOUR EVENT (Regular Group Use and RENTALS)

**Failure to follow these guidelines will result in loss of rental deposit**

Please tidy the Hall for the next group or renter. The Hall is often shown to prospective renters throughout the week. Please help to keep it looking nice.

- Turn A/C off if you used it. (thermostat beside bar)
- If you raised the Heat please return the thermostat to 15 degrees
- Put away tables and chairs, (wipe tables if needed). A 'layout map' for chair and table storage is posted on the door of the storage area. Please Use it.
- Sweep the floors. The large floor sweeper for the main hall is in the chair storage area. Small broom and dustpan too.
- Wet Vacuum or shake the entrance mats. The SHOP-VAC vacuum is in the storage room downstairs, just past the kitchen entrance.
- If the entrance and stairs require mopping, a mop and pail are in the storage room or in the kitchen in the last cupboard to the right of the door as you enter. A broom and dustpan are in this cupboard as well.
- Clean the kitchen if used. Wash and put away dishes, etc. Wipe Counters, Fridge and Ovens.
- Please do not leave any food in the fridge.
- Put all garbage out in the large bin outside the kitchen door.
- Place new bags in any cans you emptied. Bags are on top of the fridge.
- For EMCC events only: if you used tablecloths or dishtowels, please take them home and wash those that need laundering and return to the Hall as soon as you can. Make a note of this in the red communication book in the kitchen.
- Bar Area: Empty/unplug bar fridge. Leave the door ajar. Clean sinks and wipe counter.
- Please make sure all **toilets** have been **flushed!!**
- Please ensure that you have closed ALL window and locked ALL doors and turned off lights and fans.
- If you used any of the coffeemakers, please make sure the coffee grounds are emptied...often overlooked.
- Ensure electronics/remotes are returned.

### RENTERS:

If you are paying the clean up fee – The fee includes sweeping/vacuuming, washing floors, cleaning bathrooms and taking out the garbage. The renter is still responsible for putting away all table and chairs, cleaning and putting away any dishes used, removing all alcohol empties from premises and removing all decorations used for the event.