

SEDGEWICK COMMUNITY HALL

USER RESPONSIBILITIES

HALL must be rough-cleaned when you are finished using it.

- a) All tables cleared, wiped clean and stacked on the table movers.
- b) Chairs are to be stacked in piles of 6 and then distributed equally along the north wall. Use of the chair mover is required to prevent dragging across the floor.
- c) Hall floor and stage (if used) are to be swept using the large floor duster on the hardwood. In the event there is spillage on the hardwood floors, they are to be damp mopped. **The carpet is to be vacuumed.** Kitchen & bathroom floors to be damp mopped as well. Toilets to be checked
- d) **All refuse is to be collected**, bagged, and then placed in the bins outside the hall south exit. This includes garbage in the washrooms.
- e) Cleaning of the immediate area (outside) in front of the Hall is the responsibility of the Renter (cigarette butts etc).

**FAILURE TO LEAVE THE FACILITY IN GOOD
CONDITION WILL RESULT IN ADDITIONAL
CHARGES**

Kitchen – Is to be left as it was found. **Lessee is responsible** to see that the caterers and bartenders abide by the following rules and clean to the standard stated:

- a) Brown tables **ONLY** are to be used for hot food. (White tables are heat sensitive)
- b) Rinse jiggers well in cool water and drain.
- c) **Kitchen floor swept and mopped.**
- d) Used tea towels & dishcloths are to be put into the bin labeled ‘tea towels’
- e) Wash & put away all dishes, pots and utensils
- f) All refuse from kitchen/bar area is to be bagged and placed in receptacle outside south side of building.
- g) Coolers to be shut off with doors left open.
- h) If two (2) coffee machines are to be used, *do not put both into the receptacles by the kitchen sliding doors* as this will pop the breaker. Plug one into the receptacle by the microwave.
- i) Pop dispenser should be wiped down and overflow trays cleaned.
- j) The dishwasher needs to be **emptied after use.**

**ENSURE THE AIR CONDITIONER IS SHUT OFF,
LOCK ALL DOORS AND SHUT OFF THE LIGHTS
BEFORE YOU LEAVE**