

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. **DO NOT VACUUM**. 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**