



HALL RENTAL

END OF EVENT CHECK LIST

Contact:

manager@mcapeople.com

www.mcapeople.com

403-247-3116

In case of emergency call 911

Main Hall

- Take down all decorations and table cloths
- Clean any spills and sweep any big messes
- Wipe down tables and chairs
- Return any tables/chairs moved from storage
- Empty & replace garbages
- Ensure lights and sound system are turned off

Kitchen and Bar

- Wipe counters, sink & cabinets
- WASH ANY USED KITCHEN ITEMS AND UTENSILS**
- Ensure all food and drinks are removed from cooler and fridge and that the doors are securely shut
- Clean any spills on floor
- Ensure coffee filters are thrown away and carafes are empty
- Empty & replace garbages
- Flatten cardboard and place in blue recycling in garbage corral
- Compost is in proper compost bags and placed in the large green compost bin in the garbage corral

Lobby & Washrooms

- Check washrooms to make sure floor and counters are clear
- Toilets are flushed and diapers have been removed to the outdoor garbage
- Cigarette butts have been properly disposed of
- LIGHTS ARE TURNED OFF**
- Nothing has been left in lobby
- Check all exterior doors are fully closed and that the building is empty of people
- ENSURE FRONT DOOR IS LOCKED WHEN YOU LEAVE**
- IF USING THE LOCKBOX, ENSURE KEY IS PLACED BACK INSIDE AND THE LOCKBOX IS LOCKED**
- Ensure nothing was left outside in the playground or back field (if using)

Failure to comply with this check-list may result in a delayed or rejected return in damage deposit. Thank-you for your cooperation and understanding.

-MCA

Date: _____ **Name:** _____

I have ensured all of the above tasks were done prior to leaving the building after my event:

Signature: _____