

## Leask Community Hall Damage Deposit Checklist

Please review the following information carefully. The return of your damage deposit depends on your cooperation and compliance with the conditions of use outlined in the rental agreement.

**Renters will automatically forfeit the deposit if the facility is not vacated by the approved rental time.**

### Renters Information:

NAME:	ADDRESS:	PHONE:
DATE:	RENTAL HOURS:	TIME OF DEPARTURE:

### RENTAL CONDITIONS AND REQUIREMENTS:

1. **NO ONE** is to enter the Community Hall on a day that it is not booked by the renter (i.e. the day prior or day following an event/function). Anyone doing so will forfeit a portion of their damage deposit.
2. All renters will be responsible for policing inside of hall during the period of use.
3. Doors must **NOT** be propped open.
4. All renters must take steps to avoid unnecessary disfiguring of walls and floors. **TAPE** and **STRING** can be used to secure decorations. It is the duty of renters to remove decorations **IMMEDIATELY** at close of events.
5. Renters are responsible for setting up tables and chairs for all functions **AND MUST FOLD ALL TABLES, STACK CHAIRS AND SET ALL BACK IN STORAGE ROOM AFTER THE EVENT/FUNCTION.**
6. Renters are responsible for cleaning of the premises at the end of functions, including gathering of all garbage. The oven, sinks and fridges must also be cleaned. If ovens are left dirty, \$50 per oven of damage deposit will be withheld.
7. Renters must immediately remove unused supplies brought in for the occasion at the end of the function (i.e. liquor, etc.)
8. **NO CONFETTI OR SPRINKLES ARE ALLOWED** in the Community Hall.
9. The Community Hall is a non-smoking facility.
10. All renters must pay a damage deposit and will be responsible for the replacement of items that are missing and/or damaged from the hall, bar and kitchen. Inventories will be checked after each function.
11. Floors are to be swept and washed. Hall should be left as it was when you got it.
12. Garbage must be bagged and put in black bin. Recycle items go in blue bin, un-bagged.
13. Grounds surrounding hall must be free of cigarette butts and all other garbage.

**RENTER’S CLEANING CHECKLIST**

To be completed by the renter at the end of the event.

<b>MAIN HALL/MEETING ROOM</b>	<b>KITCHEN</b>	<b>OUTSIDE AREAS</b>
<input type="checkbox"/> Trash bagged and in black bin <input type="checkbox"/> Rycyclables in blue bin <input type="checkbox"/> Tables & surfaces clear  <input type="checkbox"/> Outside equipment removed <input type="checkbox"/> Décor & supplies removed <input type="checkbox"/> Tables & chairs put away  <input type="checkbox"/> Lights are off  <input type="checkbox"/> Free from damage <input type="checkbox"/> Floors are swept and washed	<input type="checkbox"/> Trash removed to outside bin  <input type="checkbox"/> Food items removed  <input type="checkbox"/> Free from spills/debris <input type="checkbox"/> Stove tops, ovens & sink are clean <input type="checkbox"/> Fridge, clean, empty, door open, switch off <input type="checkbox"/> Kitchen items returned to original places  <input type="checkbox"/> Kitchen cleaned & returned to original state  <input type="checkbox"/> Free from damage *Dish towels will be laundered by the caretaker. Leave in basket.	<input type="checkbox"/> Parking lot is free from trash  <input type="checkbox"/> Front walk is free from trash <input type="checkbox"/> Free from damage
<b>BAR</b>	<b>ENTRY/COAT ROOM</b>	<b>WASHROOMS</b>
<input type="checkbox"/> Trash Removed <input type="checkbox"/> Cooler is empty, unplugged <input type="checkbox"/> Counters are wiped <input type="checkbox"/> Empty bottles/cans removed <input type="checkbox"/> Floor is swept <input type="checkbox"/> Free from damage	<input type="checkbox"/> All trash , bagged and in black bin <input type="checkbox"/> Outside items are removed <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage	<input type="checkbox"/> All toilets are flushed <input type="checkbox"/> All trash is put in trash can <input type="checkbox"/> Lights are off <input type="checkbox"/> Free from damage
<b>COMMENTS</b>		

**Renter: I (we) understand that failure to abide by these conditions and all conditions outlined in the rental agreement will result in the forfeiting of all or a portion of our damage deposit.**

Renter/Responsible Party Signature: \_\_\_\_\_

**EVENT:** \_\_\_\_\_

**RENTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

OFFICE USE ONLY		
MAIN HALL/MEETING ROOM	KITCHEN	OUTSIDE AREAS
____ Cleaned & returned to original cond.	____ Cleaned & returned to original cond.	____ Cleaned & returned to original cond.
____ Free from damage	____ Free from damage	____ Free from damage
Notes:	Notes:	Notes:
BAR	ENTRY/COAT ROOM	WASHROOMS
____ Cleaned & returned to original cond.	____ Cleaned & returned to original cond.	____ Cleaned & returned to original cond.
____ Free from damage	____ Free from damage	____ Free from damage
Notes:	Notes:	Notes:
<input type="checkbox"/> Renter adhered to rental time hours and did not enter the facility earlier or vacate later than approved times.		
<input type="checkbox"/> Renter adhered to the decorating policy.		
<input type="checkbox"/> Renter adhered to the NO CONFETTI OR SPRINKLES ARE ALLOWED in the facility.		
<input type="checkbox"/> Renter returned all tables and chairs to the proper locations.		
Did the renter adhere to all of the conditions of use?    Yes    No    If no please explain:		

Upon remittance of this form by the Caretaker, the damage deposit will be refunded to the renter if all conditions have been met.

\_\_\_\_\_  
Leask Community Hall Caretaker

\_\_\_\_\_  
Caretaker Printed Name                      Date