

Village of Nobleford

2004, 2008 and 2010 Municipal Excellence Award Recipient

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Community Complex, RENTER, POST EVENT / ACTIVITY TO-DO CHECKLIST

As per your rental agreement. **Have you read your agreement?** Please do so.

Nobleford strives to maintain low rental fees for this facility.

You must ensure the following is done or you will be charged additional fees.

- 1- ALL tables are stacked on roller carts: 1) thicker "lifetime" tables in storage room in NE gym,
2) Repaired plastic and wood tables to be stored on cart in the Main entry (NW) under stairway.
3) One cart of tables are stored upstairs in the west storage room.
- 2- Plastic chairs are stacked in North East gym storage room on dollies. Cloth covered chairs are stored upstairs in west storage room.
- 3- Athletic equipment is stored neatly under service entry (NE entry) stairway. Metal volleyball / badminton net posts are to be stored between stairway and east wall.
- 4- Did you use the Gym or upstairs meeting room? Please clean up shoe marks, dry sweep/mop entire floor and then wet mop. Remove all tape from walls and any attachments. Please use appropriate floor cleaner in accordance with mixing directions on the label (NO Bleach please).
- 5- Did you use the Kitchen? Wash all dishes and store properly, clear all counters and wash counter tops and **floors**. Be sure to turn sanitizer **OFF** before you leave. If you used the dish towels from the Village office, return them washed.
- 6- Haul out all garbage and place in fenced area on East side of Building,
- 7- Place a new garbage bag in each garbage can.
- 8- Did you use the bathrooms? Wash counter, walls, mirror and toilets, empty garbage, sweep floor, wet mop floor.
- 9- Sweep the West Main and East Service entry and hallway floors then wet mop floors. Shake carpet outside, vacuum.
- 10-Check to make sure ALL doors are securely locked and then return the key to the Village office.
- 11-Return the P.A. microphone, stand and cables to the Village office. Report any damage.
- 12-If facility is left unclean, associated costs may be deducted from your damage deposit. Anything left behind may be disposed of. Please leave the Complex better than you found it. Thank you.

Supplies available for renters to use include: wet and dry mops, buckets, brooms, vacuum, dish soap and dish sanitizer detergent, floor cleaner, toilet paper, paper hand towels for bathroom, and hand soap. These items are in the kitchen or Janitor supply room. Dish towels and P.A. microphone, stand and cables are available for your use from the Village office at no charge.