

Renter Responsibilities

Renter is responsible to clean the areas used during rental period and return the space to its original condition according to the rental agreement.

- ☐ Renter or designate (Office to be notified of who is designate) to be on site from the start and to the end of the event.
- ☐ Renter must be on site if they have scheduled Vendors to deliver or pick up within rental hours.
- ☐ Tables
 - ✓ All tables to be covered for your event
 - ✓ Tables to be sanitized at the end of your event.
 - ✓ SCCS rented tablecloths – remove all debris and gather tablecloths to one table
 - ✓ Tablecloths are required
- ☐ Curtains in hall/lounge – to open/close you must use the pull strings. DO NOT pull the curtains open or close.
- ☐ Remove all garbage to the dumpster outside the front of the building, at the end of the road.
- ☐ Remove all cardboard boxes to the recycling bins outside the front (*must collapse all cardboard*)
- ☐ Sanitize kitchen counters, sinks and trolleys **if used**. (NOTE: Disinfectant spray bottle provided in kitchen area)
- ☐ Sweep the floor, if excessive debris.
- ☐ Close any windows or doors you opened during your event.
- ☐ Remove all food items from the fridges that belong to you.
- ☐ Remove all decorations you used for your event, including balloons.
- ☐ Gas stove/oven (**if Rented**) - turn off and clean any food spills
- ☐ Coffee Machine/Thermoses (**If Used**) - rinse all thermoses after use leave on trolley. Dispose of used coffee grinds and wipe outside of coffee machine.
- ☐ Outside Deck Area (**If Used**) – if tables used, must be sanitized. All garbage to be removed.
- ☐ Field Area (**If Used**) – all items that you brought must be removed. Any debris left must be picked up.
- ☐ Fire Exit doors – Be mindful of keeping fire exits clear. Doors are not to be opened unless for Emergency use.