

# ATTENTION ALL RENTALS

**Damage:** Please inform us at 780-298-9155 or [parklandvillagecc@gmail.com](mailto:parklandvillagecc@gmail.com) when there has been any damage to the building or items with. If you discover it prior to your rental please make note of it including date/time and inform us ASAP. Damage incurred during your rental will be dealt with accordingly as stated in your rental agreement.

**Cleaning Supplies:** Cleaning supplies are supplied for your use after your rental. We ask that you return the hall back to the condition you received it.

## Cleaning Checklist

- \_\_\_ Sweep and mop all floor areas, including bathrooms.
- \_\_\_ Wash any dishes as required. Must also dry and put away.
- \_\_\_ Wash down all countertops (cupboard door if required).
- \_\_\_ Walls are clear of visible marks, sticky-tack, painter's tape or string.
- \_\_\_ Tables are washed and stored in designated area.
- \_\_\_ Chairs are stacked and stored in designated area.
- \_\_\_ Food, beverages and containers removed.
- \_\_\_ Bar area is clean.
- \_\_\_ Bathroom fixtures and floors are clean.
- \_\_\_ Garbage containers empty, new bag is replaced and garbage is put into outside bins in parking lot.
- \_\_\_ Outside premises clean and free of litter, including ashtrays.
- \_\_\_ Decorations have been removed. Painters tape can be used.

**No pushpins, tacks, nails, masking tape, duct tape or scotch tape may be used.**

Exit doors are to be locked and secured and all lights are to be turned off before exiting the building during Weekend or Program Rentals.

**Failure to comply with the Rental Agreement Terms and Conditions as well as the cleaning checklist may result in the RENTER forfeiting a portion or ALL of the damage deposit as determined by the PVCC Executives.**

**Cleaning Fee is \$150 per hour.**