

CHECKLIST

To be completed and returned when key is dropped off

- Take down any decorations
- Sweep floors
- Damp mop any spills/dirty spots with cold water
- Wipe tables and chairs
- Return table and chairs where you found them
- Ensure kitchen and bathrooms are left clean
- Pick up all garbage, including outside
- Take garbage to dumpster located outside at SW corner of hall
- Turn heat down to 15C
- Turn off all lights and fans

*Please note:

Cell phone service is available outside the building

Mops and brooms can be found in storage room

Do not sit or stand on chairs/tables. There is a ladder in the storage room

Chairs and table are not to be used outside

Do not use tape or tacks on the walls/ceilings. However, painters tape can be used on the walls

Fireworks are not permitted

FAILURE TO LEAVE THE HALL CLEAN WILL RESULT IN THE JAMES RIVER HALL ASSOCIATION KEEPING ALL OR PART OF YOUR DAMAGE DEPOSIT

ANY DAMAGE DONE THE THE HALL OR PREMISES INCLUDING, BUT NOT LIMITED TO, DAMAGE TO PAINT, WALLS, DOORS, FLOORING WILL RESULT IN ALL OR PART OF THE DAMAGE DEPOSIT BEING KEPT.

WHAT PORTION OF THE DAMGE DEPOSIT THAT IS HELD BACK IS AT THE DISCRETION OF THE JAMES RIVER HALL ASSOCIATION

Signed _____ Date_____

Name _____