



## **HALL RENTER'S RESPONSIBILITIES**

The Blue Quill Community League strives to **maintain** clean, safe facilities for your function. Help us in this regard by ensuring that you leave the hall the way you found it.

Any damage done to the Hall, or failure to clean it as noted below will result in partial or full loss of damage deposit and/or cleaning/repair charges.

Please report any damage or damage or cleanliness issues that you observe **before** your function starts. Failure to do so means that you will be held responsible for that damage or uncleanliness.

### **Keep the Hall Clean:**

- No confetti or sparkles of any kind allowed anywhere in the Hall or outside the Hall.
- No gum on the floor.
- Floors must be swept and mopped immediately after your rental.
- Floor sweepings must be deposited in garbage can (no exceptions).
- Kitchen counter-tops, stove, floor and sinks (all surfaces) must be cleaned.
- Mops must be rinsed and pails emptied of all liquids.
- Garbage must be removed and deposited in the large bin in the parking lot.
- Toilet paper, paper towel and other debris left over from your use of the facilities (including the washrooms) must be collected and discard properly.
- All furniture that you moved must be put back where it was taken from.
- All chairs and tables must be clean, and put back and stacked in the chair room (see chart in chair room for furniture stacking information).
- No duct tape or other strong adhesive tapes to be used on floors, walls, glass or other surfaces. Use masking tape only.

### **Control Your Movement:**

- You are allowed entry and exit only to the facilities you rent, as well as the washrooms.
- You are not allowed to enter ANY other rooms in the building. Please report any unlocked doors or unusual activities (vandalism, etc.) to the BQCL facilitator or custodian.

### **Smoking Restrictions:**

- No Smoking ANYWHERE in the Hall.
- Smokers must smoke outside the Hall in an area away from the main entrance.
- Butts must be deposited in a coffee can or similar receptacle
- Renter must take the cigarette butt container with them and discard it off the premises (please do **not** throw it in any of our garbage bins)

**THANK YOU FOR YOUR COOPERATION.**

Blue Quill Community League Executive