



## Renter Clean-up Checklist

Thank you for supporting the Hants Border Community Hall! The hall has a rich history of hosting a variety of community celebrations and events!

We use the 'campfire rule' here, which simply means leave the hall a little better than you found it. It belongs to all of us, so we ask for your help keeping the hall in excellent condition so it can be enjoyed by everyone for decades to come!

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### MAIN HALL

- All tables and chairs put away
- Floors swept with the dust mop
- Floors mopped or spot cleaned when food is present
- Bathrooms checked and tidied
- Used table linens are bagged and placed in the equipment storage room (\$15 laundry fee)

### KITCHEN

- Dirty dishes are cleaned, dried, and returned to their storage places
- Stovetops, counters, tables, etc. are cleaned and sanitized
- Dirty towels and clothes are placed in the provided laundry hamper
- Floors swept with the dust mop
- Floors mopped or spot cleaned when food is present

### SECURITY

- Appliances, fans, and taps turned off
- Lights turned off
- Windows closed
- Hall emergency exit is locked
- Hall main entrance is locked Kitchen
- Entrance is locked

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Payment can be made with cash, or via e-transfer to [connect@hantsborderhall.com](mailto:connect@hantsborderhall.com).

If the hall is left in poor condition after your event there may be an additional \$100 cleaning fee charged. If there are any concerns about the hall as you are preparing to leave please contact us at 902-684-9468. We will be happy to assist you.