



Schedule C

Flare 'n' Derrick Community Hall

Renter Cleaning Responsibilities

It is the responsibility of the renter to leave the Hall in the same orderly and clean fashion it was found in prior to the rental.

Setup:

1. Use only sticky tack for decorations; no tape, tacks, nails, or staples.
2. Renters must supply their own linens / tablecloths.
3. Confetti, glitter or rice is prohibited inside the Hall.
4. Hay or straw bales are allowed outside only and must be removed after event.
5. Use a dolly to move the stage, coat rack, tables, and chairs; don't drag across floor.
6. Use ladders (not chairs or tables) for decorating or undecorating.
7. All chairs and tables must remain inside the building.
8. Handle equipment with care and attention.

Cleanup:

1. Sweep all floors and immediately clean spills, muddy spots, or puddles, including water.
2. Empty mop buckets, clean sinks after emptying dirty mop water, rinse mop heads, and rest them on top of the bucket (not inside it).
3. Clean and thoroughly dry all dishes and return them to their original location.
4. Clean and wipe: Countertops, cupboards faces, fridge, and freezer (inside and outside).
5. Stove-top, removing all spills.
6. Remove all food from the premises, including the fridge and freezer; unplug the freezer.
7. Leave dishcloths and towels in the sink for cleaning.
8. Wipe and stack tables, stage, and chairs in their designated area, removing all tape.
9. Ensure the floor area under where the chairs, tables and stage are stored are clean.
10. Return all equipment (stage, racks, tables, chairs, etc.) to its original position.
11. Clean and remove food and marks from trolley carts.
12. Remove all decorations from ceilings, walls, and doors.
13. Bag all garbage and dispose of it in the outside bin. Rinse plastic bins if leaks have occurred.
14. Ensure all windows are closed, lights are off, and doors are securely locked before leaving.
15. Renters are responsible for any facility or equipment damage and any loss of inventory.

Garbage bags can be found under the sink, and cleaning supplies are available in the hallway supply room (bucket, mop, etc.) to ensure the Hall is left clean.

If any issues arise, contact the Town of Diamond Valley at 403-933-5272 during business hours Monday-Thursday 8am-4:30pm or the on-call number 403-818-3236 after-hours.