

DV 55 PLUS - RENTERS INFORMATION AND CHECK SHEET

The building is expected to be left in the same condition it was in before the rental use. This includes equipment, furnishings and cleanliness. Fees for cleaning and damage will be charged against the damage deposit and in the event that the charges exceed the damage deposit the charges will be billed to the renter, payable to the club when invoiced.

Information

LIGHTING:

Main floor lounge and pool room light switches are located directly to the west of the front counter near the office window. The switches are marked as to the areas that each control. Hallways, washrooms, stairways and kitchen light switches are located at entrances of each. Front entrance area lighting is controlled at the front doorway.

Special Note: Front automatic door, read instructions in front door entrance.

Second floor main area and washroom light switches are located in the back centre hallway and marked as to the areas that they control.

There are night-lights that are on 24/7 on both floors, main floor counter showcase and one in each area, main lounge and poolroom. Second floor night light is in west hallway to boardroom.

THERMOSTATS:

All main floor areas are controlled by one thermostat located west of the front counter, left of the office window. Adjust temperature as required, there is no need to reset the thermostats when leaving because the thermostat setting will correct at the next period (Do not use HOLD temperature)

Second floor is controlled by two thermostats 1/ located on centre post of curling area and 2/ located in the boardroom. Adjust as per instructions written by thermostat.

CLEANING:

Please arrange before the function, who is going to do the cleaning, the renter, the caterer or by others?

Vacuums, brooms, mops and mop pail are stored in back/west kitchen store room. If kitchen is locked supplies will be placed in the washroom hallway. A carpet sweeper is stored beside fridge in the hallway to the kitchen. All areas used including washrooms will need to be clean/cleaned to the same degree as when the area was rented.

GARBAGE:

Renter will need to supply garbage bags and remove all their collected garbage from the building.

KEY:

Make arrangements to pick up and drop off the building key at the time of payment. Loss of the key will result in a major expense to the renter to replace all building locks.

KITCHEN DISHWASHER:

When renting the kitchen and using the dishwasher, make arrangements with a club member for instructions for filling, washing dishes and draining the unit.

Check list

Cleaning: All used areas clean including washrooms

Garbage: Garbage removed from the building and clean bags installed in 55 + garbage cans if used

Lighting: All lights switched off including washrooms and kitchen area

Water: Make sure water taps are closed in kitchen and washrooms sinks

Doors: All doors used must be locked when the building is vacant

Tables and Chairs: Should be placed back in the approximate pattern before rental

Decorations: Remove all decorations put up for your function

Kitchen: All equipment used must be cleaned and stored where found