



Muir Lake Community League

Job Description – Rentals Coordinator

Position Title	MLCL Auxiliary Officer (non-voting position) (commissioned)
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No experience required.

Instructions for Rentals Coordinator

- Maintain master hall rental schedule, ensure online calendar always up to date.
- Coordinate with MLCL executive for the scheduling of MLCL special events.
- Communicate with potential hall renters regarding hall queries.
- Provide superior customer service.
- Arrange/coordinate with potential hall renters for hall viewing. Such viewings shall be at the discretion of the contractor but the Contractor shall make all reasonable efforts to optimize the timing of such viewings with an overall objective to maximize hall rentals throughout the year.
- Arrange/coordinate with hall renters for additional viewing as reasonably requested.
- Ensure proper rental rates are received on a timely basis prior to the rental event.
- Receive hall damage deposit and rental payments and promptly deliver to MLCL Treasurer.
- Coordinate with hall renters at time of hall rental to ensure smooth access to the hall.
- Enter into hall rental agreement with hall renters.
- Ensure that all rental agreement commitments are met by both MLCL and hall renters before hall access is provided to renters.
- Coordinate with MLCL Treasurer that all hall rental fees are fully paid before hall access is provided.
- Coordinate with hall custodian for prompt cleaning of the hall after each event.
- Communicate with custodians regarding potential damage to the hall following an event for which withholding of damage deposit may be in order. In the event of significant damage, this should be discussed with the Maintenance, President and Treasurer.
- Ensure that kitchen facilities comply with the latest regulatory requirements and arrange with the maintenance for repairs or cleaning as may be required. This includes having annual inspections by the local health authority and potable water tests done annually to ensure the hall water supply is safe for consumption. Any issues shall be promptly reported to the MLCL Executive.
- Communicate with Treasurer regarding refund of damage deposit to hall renters following events.
- Receive damage deposit refunds from Treasurer and return to hall renter.
- Attend monthly MLCL executive meetings to report on hall activity, express any issues or concerns to the executive, etc.
- Coordinate with the MLCL Web Editor and Social Media Coordinator any advertising or other public relations matters to be addressed, including updating the MLCL website as may be required from time to time to highlight the benefits of renting the hall.

Perks for Rentals Coordinator

- Connect you with others in the community, make new friends and contacts.