



Muir Lake Community League

Job Description – Rental Coordinator

Position Title	MLCL Executive Officer (non-voting position, commissioned)
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Instructions for Rental Coordinator

- Maintain master rental records.
- Ensure all rentals are posted on the online calendar and are always up to date and visible on the website.
- Coordinate with MLCL executive for the scheduling of MLCL events throughout the year.
- Respond in a timely manner to potential renters' inquiries via phone, email, online, etc. Must have own computer and access to internet.
- Provide superior customer service.
- Arrange with potential renters for hall viewing when requested. Such viewings shall be at the discretion of the Contractor and the Contractor shall make all reasonable efforts to schedule in a timely manner.
- Ensure rental fees are received prior to any rental dates.
- Receive damage deposit and rental fee payments via credit card, e-transfer and checks. Ensure checks are promptly deliver to MLCL Treasurer.
- Communicate process with renters to ensure smooth access to the hall and respond to any questions.
- Ensure all contracts are signed, liquor licenses, Pal insurance are in place and damage deposits and rental fees are paid prior to renters are given access information.
- Ensure the cleaning checklist is completed by the renter after the rental date, cleaning fees may be deducted from the damage deposit.
- Communicate with Treasurer regarding damage deposit refunds when a check is required, knowledge of Square an asset.
- Ensure damage deposits refunds via checks are delivered to the renter in a timely manner.
- Coordinate a cleaning schedule with Janitors for cleaning of the hall.
- Communicate with Janitors regarding potential damage to the hall following a rental 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.
- 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 for 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.
- Overall objective is to maximize the rentals throughout the year.