



# Muir Lake Community League & Hall

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## ATTENTION ALL RENTALS

**Damage:** Please inform us at [rentals@muirlakehall.ca](mailto:rentals@muirlakehall.ca) when there has been any damage to the building or items with. If you discover it prior to your rental please make note of it including date/time and inform us ASAP. Damage incurred during your rental will be dealt with accordingly as stated in your rental agreement.

**Cleaning Supplies:** Cleaning supplies are supplied for your use after your rental.

**We ask that you return the hall back to the condition you received it.**

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### CLEANING CHECKLIST

- All floors are swept and mopped. Use the cleaner provided to you by MLCL. Cleaners are located under the kitchen sink.
- All carpeted areas are vacuumed.
- Wash any dishes as required. Must also dry and put away.
- Wash down all countertops (cupboard door if required).
- Walls are clear of visible marks, sticky-tack, painter's tape or string.
- Tables are washed and stored in designated area.
- Chairs are stacked and stored in designated area.
- Food, beverages and containers removed.
- Bar area is clean.
- Bathroom floors are clean. Garbage is emptied.
- All Garbage containers empty. **New bags are put in.**
- Outside premises clean and free of litter.
- All decorations have been removed. **No pushpins, tacks, nails, masking tape, duct tape or scotch tape may be used.**

**Failure to comply with the MLCL Guidelines, Rules & Regulations and Cleaning Checklist will result in the RENTER forfeiting a portion or ALL of the Damage Deposit as determined by the MLCL Executives.**

**Cleaning Fee is \$150 per hour.**