**Hall/kitchen rental information**

Tables and chairs are to be set up and taken down except if you are renting on Saturday. Please leave up 5 tables and chairs for Sunday use.

It may be necessary to share the kitchen space with others at the same time.

**We ask that you:**

* Wash all dishes and coffee pots, using the sinks or dishwasher
* Please return all items to the appropriate places
* Label whatever you bring for your event in the fridge. Please do not leave leftovers.
* Please sweep and or wash the kitchen floor if it has been spilt on. The broom is in the kitchen, dust mop is in the chair room and the mop and pail are beside the chest freezer in the kitchen.
* Please empty the garbage (key is located by the coffee machines)
* Put any deposit recyclables ( beverage containers, dairy cartons) in the bin that is marked. Please empty the container and remove the cap.
* Please wipe the tables after eating.
* If you need to move chairs around, there is a dolly in the chair room. Please do not drag the chairs or tables for this will scratch the floors
* Please bring your own tea towels and cloths for washing dishes

**The last person to leave the building is to ensure that:**

The stove, fans, dishwasher, taps, etc. are turned off

All lights are turned off

All doors are closed and locked

The door key is put in the black box located by the coffee machines. When the key is returned and there is no damage or excess cleaning the deposit will be returned.