



DIY COMMUNITY STUDIO

RENTER'S CHECKLIST

Please complete this form and LEAVE IN STUDIO DROPBOX at the end of your rental. Failure to submit this form after each rental may result in forfeiture of your damage deposit.

NAME _____ (print)

Signature _____

Date _____

Cleaning:

I certify that the DIY Community Studio has been left clean and tidy, including:

- The floor was swept as needed;
- Counter tops, sink, and table tops are wiped down, including washroom counters and toilet handles;
- All equipment was returned to its appropriate place;
- All garbage/recycling was removed from the premises. Leave no trace of food containers / packaging / utensils, etc.

Damage:

I acknowledge that:

- I am responsible for any damage or cleaning issues that I **discovered when I arrived** at the DIY Studio. Report issues via text message (250-220-9741) phone message (250-474-1865) or email (info@metchosinartcentre.ca) **at the start of my rental.**
- Failure to report issues at the beginning of my rental may result in the forfeiture of my cleaning/damage deposit.
- I/My group followed the MACCA Covid-19 Safety Rules and Guidelines while using the DIY Studio.
- I/We did not cause any damage to equipment or facilities during my/our rental.
- This is a publicly owned facility, and smoking is prohibited anywhere inside the building or outside on the grounds.