



EVENT ROOM RENTAL

RENTER'S CHECKLIST

Please complete this form and LEAVE IN STUDIO DROPBOX at the end of your rental. Failure to leave the room in a clean and tidy state may result in an additional charge to cover the cost of cleaning.

NAME _____ (print)

Signature _____

Date _____

Cleaning:

I certify that the Multipurpose Room has been left clean and tidy, including:

- The floor was swept as needed;
- Counter tops, sink, and table tops were wiped down, including washroom counters and toilet handles;
- All equipment was returned to its appropriate place;
- All garbage/recycling was removed from the premises.
I have left 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 Multipurpose Room. I reported issues via text message or phone message to 250-857-0672 or email to artstudio.booking@gmail.com at the start of my rental.
- Failure to report issues at the beginning of my rental may result in a cleaning/damage charge.
- 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.