

Please be sure to complete the following tasks before returning the keys to the Village office:

- + Clean and put away any dishes or cutlery used.
- + Clean all counters and sinks in the kitchen.
- + Wipe down the stovetop and clean any spills.
- + Remove any food or drink from the refrigerator.
- + Clean any urns used and put back where you found them.
- + Sweep and mop the kitchen and dance floors. (Broom and mop can be found in the storage room beside the kitchen)
- + Vacuum carpet. (Vacuum is located in storage closet as well)
- + Stack chairs neatly at back of hall.
- + Wipe down all tables ensuring that any food or drink residue is removed.
- + Put tables back in storage shed neatly and ensure that it is locked.
- + Clean bathrooms
- + Bag and remove all garbage to bin on the north side of the building.

Ensuring that the Cultural Centre is left in the same condition that you found it will prevent any additional cleaning charges being deducted from your damage deposit. Be sure that everything is locked up to prevent theft or vandalism. If you are found to be neglectful in this, any repairs or replacement will be taken from the damage deposit. If the costs exceed the deposit, you will be responsible for these costs.