



Carlsbad Springs Community Center - Client checklist

Before leaving, clients renting a hall at the Carlsbad Springs Community Center must read and complete the checklist below. Any items not completed or if any damages occur, the \$100 deposit cheque will not be returned and deposit. Upon arrival the site coordinator will unlock the centre door and deactivate the alarm in main area and washroom area. The mop storage door, the kitchen door and the gym and/ or multi-purpose room (MPR) door(s) will be unlocked. If required the kitchen and MPR metal access window will be open. Corresponding storage for each room will also be unlock to give you access to the tables and the chairs for the room you will be using. The site coordinator will return 10 minutes before the end of your event to ensure the site is verified before your departure.

For emergencies or inquiries during your event please contact us at 613.822-1435.

- **All windows & outside doors must be closed before departure**
- **All tables / chairs must be clean after the event**
- **All tables / chairs must be returned to the storage area / and on carts.**
- **Water or other liquid on floor must be mopped**
- **Garbage must be emptied and bags placed outside the kitchen area in lobby.**
- **All decorations must be removed and disposed.**
- **Please clean any spills in large refrigerator(s) and clean kitchen countertop**

Signature: _____

Date: _____

Please return form to the Site coordinator after your event. Thank you, CSCA