

Meadowlark Facility Condition and Care Requirements

- Your hall preparation shall not begin prior to 12:00 noon on the rental day or as pre-arrange with Community League contact. (full weekend rate available)
- The hall key must be returned to the League contact person before 10am the day after the rental for daily rentals or as pre-arranged.
- Any damage that has occurred during the course of the rental must be reported to the Community League contact when keys are returned.
- Meadowlark Community League is a non-smoking building. If anyone is found smoking in the building, the damage deposit will not be returned to the renter. Common courtesy is expected for those smoking outside the building. Please use receptacle provided.
- Please make sure the hall is secured, all exterior doors must be locked when you leaving the building.
- All lights, stoves, fans, and small appliances must be turned off when you leave the building.
- Thermostats are programmed, please do not put on hold. We do not have air conditioning so DO NOT switch to cool.
- Renter should make sure no personal items are left behind. Please remember to check the fridges and coatroom.
- All garbage from hall, kitchen, bar and bathrooms must be bagged and removed from the premises. Put garbage in the locked garbage bin outside. Garbage bin key is on hook on the wall in the kitchen, please replace when finished using. New garbage bags should be put in receptacles. Garbage bags are in the cleaning cupboards.
- All cleaning products and equipment will be provided by MCL as required.
- Lost keys will result in no return of damage deposit.

Front Entrance and Small Meeting Rooms

- Carpets are to be vacuumed.
- All spills on carpet must be wiped up immediately.
- Front inner door's glass and the windows in connecting doors to hall should be cleaned and free of smudge and handprints.

Main Hall Area

- Floors must be swept and wet mopped.
- Skid marks/black marks/scuff marks must be removed with a cloth and soap.
- Carpets in stage area are to be vacuumed
- All tables and chairs must be cleaned/wiped off and stacked properly onto their racks in the storage area. Not to be in front of emergency exit.
- Clean all spills and marks on main hall walls and countertop edges.
- No tape allowed on walls or beams. For decorating, use hooks provided under sconces lights or use Fun-Tak. Tape on walls will damage the wall paint, which will result in a deduction from your damage deposit. Nothing should be attached to the acoustic tiles on the walls (pins, staples, etc.)

Kitchen and Bar Area

- Clean and tidy stoves, sinks, ovens, microwave, coffeemakers, countertops and dishwasher.
- Turn off stove, oven, microwave, coffeemakers, and dishwasher.
- Remove all items from the fridge, freezer and bar cooler. Please do not leave unwanted ice or other items. Take them with you or dispose of it.
- All cupboard doors, countertops, walls and appliances that have spills must be wiped clean.
- Floors must be swept and wet mopped.

Washrooms

- All bathroom sinks, countertops and walls must be clean and left tidy.
- All toilets must be left reasonably clean and flushed.
- All garbage must be removed.
- Floors must be swept and wet mopped.