

FACILITY CLEANING FORM - TOWN OF NAICAM

This form is to be reviewed by the renter prior to the event to understand their responsibilities and completed by the renter and returned to the Town with the key after conclusion of the event. These can be returned during office hours to the Town Office, or after hours through the mail drop slot in the East door of the Town Office.

- In general, renters are expected to leave the facility in the condition in which they found it. Proper dishwashing facilities are provided and acceptable guidelines for dish washing are posted.
- Renters are to keep an eye on cleanliness during their event and damp mop any sticky spills as they occur. Do not allow water or liquids to pool and remain for extended periods).
- Chairs are to be wiped down, dried and stacked neatly, no more than 5 high against the wall.
- Tables are to be washed and dried and stacked leg to top (do not stack with the top facing another top) on the cart and placed back in the under stage storage.
- Floors are to be tidied, swept (with dust mop in coat room) and renters are to ensure that have spills mopped and the area dried.
- Kitchen is to be cleaned including counter tops, appliances, sinks, any items used are washed and put away, and the stove/oven turned off.
- Check washrooms, flush toilets and urinals, pick up any paper on the floor.
- Walls are to be cleaned of any decorations and messes wiped up.
- Garbage is to be bagged and left in the main entry.
- Dirty/used dish towels and clothes are to be left on the counter for the Facility Manager.
- All interior lights and fans are to be turned off.
- All food, ice, beverages, supplies or personal items brought to the facility by the renter must be removed at the end of their rental. Anything remaining will be disposed of.
- Doors and windows (where applicable and openable) must be closed, locked and secured.
- Check thermostat, return it to 15 degrees Celsius.
- If the renter is aware of any damages caused during their rental or if any deficiencies in the facility or problems are noticed during the rental they should contact the Facility Manager as soon as possible at 306-874-5803.

EVENT: _____ Event End Date/Time: _____

I, the undersigned, hereby verify all items above have been checked as completed and the Facility has been left in the condition it was found in. Any comments or notes regarding our rental are included on the back of this cleanup form in the feedback.

Renter Name (Print)

SIGNATURE

FACILITY FEEDBACK FORM

Completing of the cleaning form is required, however completion of the feedback form is not though we would appreciate your feedback in relation to your booking.

Please circle the number that best describes your agreement with each statement, where 1 is Strongly Agree, 2 is Agree, 3 is a neutral response, 4 is Disagree, and 5 = Strongly Disagree.

	Strongly Agree		Neutral		Strongly Disagree
1. My booking was handled well with the office.	1	2	3	4	5
2. The staff communicated well with us.					
3. My responsibilities as a renter were made clear to me.					
4. The cleaning requirements are fair and reasonable.					
5. We were provided with what we needed to fulfill our responsibilities as a renter.					
6. My event, in general, was handled well by the Town.					
7. The rental rates are fair.					
8. The deposits paid are fair.					
9. I feel that I was treated fairly and professionally.					
10. I would recommend renting the facility to others.					

Comments/Suggestions

THANK YOU
for your feedback!