



GENERAL POLICIES AND FEES – MAIN HALL

POLICY # 2017-002.1

Adopted March 22, 2017

CLEANING POLICY

- I. **GENERAL CLEANING:** The responsibility expected of the renter is to ensure the facilities are left in the same condition, following use, as they were prior to use. The general cleanup may be completed by the renter themselves or they may opt, at the time of booking, to pay an additional fee to have the BLRC's custodian complete the clean-up for them. For those that choose to perform the clean-up themselves, the *Hall Clean Up Checklist* will be provided by the Facility Manager outlining the expected requirements and standards to be met. A **pre-rental** walk-through will be conducted with the renter prior to releasing the key to the hall. Failure to complete the checklist satisfactorily will result in the custodial cost to redo the work being deducted from the renter's damage deposit.
- II. **CUSTODIAN / SANITIZATION:** Renters are not expected to clean bathrooms or sanitize equipment, which is better done by the BLRC custodial contractor to meet public health standards. These costs are covered by the BLRC (the BLRC includes a consideration for custodial costs as part of its budget) and are included in the rental fee.
- III. **INCORPORATION INTO RENTAL FEE:** The costs/fees for sanitizing and clean-up inspection are incorporated into the rental fee paid by the renter to simplify the billing details from the perspective of the renter. A separate charge will not be applied when the rental fee is being waived or reduced by the BLRC, although the expectations of general cleanup would remain as per section I.
- IV. **DAMAGE DEPOSIT:** Renters will be required to pay a damage deposit which is fully refundable if the facility is left in the same condition it is found.