

Check In	
Date	
MWCC Rep	
Rental Rep	



Check Out	
Date	
MWCC Rep	
Rental Rep	

## CHECK IN PROCEDURE

	Review Door Latch Process (allen keys stored in Kitchen cupboard)
	Review broom, mop bucket, mop bucket filling (2 pumps of floor cleaner to a full bucket of water), grey handle for hot water and mop bucket emptying process
	If fridge is required, move non-perishable items to cupboards
	Check to ensure all lockable cupboards are locked
	Ensure paper towel and toilet paper are sufficient for the rental period

## EMERGENCY CONTACTS DURING RENTAL

	Send E-mail to <a href="mailto:president@mw.myCommunityAssociation.org">president@mw.myCommunityAssociation.org</a> with any concerns or suggestions <ul style="list-style-type: none"> <li>Refer to Morrisroe West Community Centre (MWCC) Contact sheet on notice board(s)</li> </ul>
	City of Red Deer After Hours Emergency On-Call (e.g. water pipe breaks, toilets overflowing): 403-506-4810 <ul style="list-style-type: none"> <li>Refer to Neighborhood Facilities and Community Development (NFC) Reference Guide</li> </ul>

## CHECK OUT PROCEDURE

Remove all items	Were all items removed?	Yes	No
Stack chairs/tables and return to storage locations <ul style="list-style-type: none"> <li>chairs stacked and placed in row along South East wall; large tables folded and placed under kitchen opening; folding tables stored in storage area</li> </ul>	Were the tables and chairs put back in their original/storage locations?	Yes	No
Sweep and mop all floors	Were the floors swept and mopped?	Yes	No \$25
Remove garbage from premises (replace garbage bags in the cans; spare bags are stored under the kitchen sink) <ul style="list-style-type: none"> <li>2 large garbage cans (clear bags) and 2 bathroom garbage cans (black bags)</li> </ul>	Was garbage removed from the facility; garbage bags replaced; garbage not left around the building?	Yes	No \$25
Close all interior doors (3) and ensure both Window Coverings are in the 'down' position <ul style="list-style-type: none"> <li>Storage Room, Meeting Room and Kitchen</li> </ul>	Were the interior doors closed and window coverings placed in the down position?	Yes	No
Open both male and female bathroom doors (2 total)	Were the bathroom doors left open?	Yes	No
Set Thermostat to 17°C	Was the thermostat reset to 17°C?	Yes	No
Turn off lights	Were the lights turned off?	Yes	No
Ensure all exterior doors (3) are locked <ul style="list-style-type: none"> <li>Outside Storage Room, East Exit Door and West Exit Door</li> </ul>	Were the exterior doors locked?	Yes	No
Key(s) returned or left in drawer	Was the key(s) returned?	Yes	No
<b>Damage Deposit Deductions:</b> Each item not completed per the Check Out Procedure will be assessed a fee of not less than \$25 plus any damages (i.e. tape/glue on walls, tables & chairs not put back in storage locations, garbage not removed/bags replaced, floors not mopped, doors not locked)			

### Office Use (2205)

4 Large Tables / 4 Large Folding Tables / 2 Small Folding Tables / Folding Chairs / Black Chairs / Grey Chairs  
Keurig / Kettle / Coffee Urn / Stove / Speaker