



MILlicAN-OGDEN COMMUNITY ASSOCIATION

M.O.C.A.

6901-20A Street SE Calgary, Alberta T2C 0R5

Office: 279-3973 Fax: 279-5755 Email: mocaxprs@shaw.ca Accounting: 279-4530

Jack Setters Arena – 236-3727 Outdoor Pool – 221-3598

TO RENTERS:

The Renter is responsible for cleaning the Hall after the event. Cleaning expectations follow below. Failure to comply will result in applicable fees deducted from your Damage Deposit

- Wipe down all unclean surfaces in the kitchen on the tables and chairs.
- Stack chairs on dollies eight chairs high
- Sweep and damp mop all floor areas, including the entrance way.
- Clean-up and dispose of all garbage and event debris, including the bar area, washrooms, the entrance stairs and ramp. Large garbage bin is located behind the building on the NorthWest Corner.
- As this building is a non-smoking facility, an ashtray is located outside the building. If butts are littered on the ground immediately surrounding the facility, you are responsible for cleaning them up.
- Remove all decorations, making sure all tape is removed. (Please do not use tape but use sticky tack as it is much easier to remove)
- Confetti is not permitted in or outside hall. Bubbles are a great alternative.
- All windows are to be closed and locked after your event. If the windows are not secured, the alarm may be set off. Should this happen, you will be charged the alarm response fee of \$250.00. There will be no exceptions to this policy.
- Do not tamper/adjust the temperature control (thermostat). If there is damage, you will be charged for repairs.
- Please ensure that you drop off the key in the administration office mail slot (located southwest corner of building) after your event.

Thank you for choosing the Millican Ogden Community Association