

## End of Hire Checklist

At the end of every hire please use the following checklists:

### ***Hall or Rainbow Room***

- Return all chairs, tables and board to the location marked by a sign.
- Turn off lights in your room, kitchen and toilet.
- Ensure all A/V Equipment is turned off, padlocked and placed back in the locker
- Turn off air conditioning
- Turn off any appliances in your room.
- Check the kitchen door is closed
- Check the toilet door is closed
- Check all fire exits leading from hall are closed
- Check door to your room is closed
- Main entrance door to Centre
- Email office to organise refund of deposits

### ***Small Meeting Room***

- Turn off room lights
- Turn off air conditioner
- Close room door
- Email office to organise refund of deposits

**If you hire the premises outside of work hours, it is extremely important that you lock the front door after you.** Inner West Council are informed whenever this does not happen and our front door may end up padlocked, preventing staff and the community from entering the building.

Hirers who neglect to lock the front doors will be issued with a written warning and any charges from our security company will be passed on to the hirer – this may be several hundred dollars.

Please ensure all personal items are removed from hire rooms once your booking has ended. It is against our terms and conditions to store any equipment in the building (other than in lockers available for hire). We do not accept any responsibility for anything left behind.