McARTHUR ROOM and/or TEA ROOM  (10307 – 100 Avenue main floor)

ACCESSING the facility…..

To access the rented facility you will require a swipe card and/or keys. Please follow the process outlined below to gain access:

UNLOCKING the Facility  
(Initials:                   )
When you arrive to your facility the black key pad, located to the side of the door, will be highlighted red.
1. Swipe the card against the black key pad 3 times...
   a. Wait for a beep after each swipe.
2. After the 3rd swipe the light will turn green, giving you access to the room...
   a. The light will stay green until you lock it.
NOTE: if there’s no beep, wait a couple of seconds and redo the 3 swipes.

LOCKING the Facility  
(Initials:       )
Swipe the card 3 times against the black key pad.
   a. Remember to wait for a beep after each swipe.
When the light turns red then the room is locked and nobody can gain access.

When your event is done what do you do with the swipe card(s) and/or keys?  
(Initials:       )
Once you’ve locked up the rented facility please return the swipe card(s) and/or keys to the Bold Center front desk.

Issues/Concerns while in the facility  
(Initials:       )
Call the Bold Center front desk at 780-623-3829 and indicate your issue. Identify yourself, the facility you’re in and the problem. The front desk staff will then radio a Facility Operator or Custodian to go down and take care of your issue/concern.

SMOKING  
(Initials:       )
Smoking is not allowed in the facility and must be done 5 meters away from any doorway.

FIRE ALARM  
(Initials:       )
If the alarm goes off you and your guests must exit the facility and meet up at the Muster Point sign (see map on back page) which is located under the Canadian Flag in the front parking lot. Please call 780-404-5580 indicating a fire alarm. You will not be allowed to access the facility until given the all clear by County staff.

Responsibilities of the Renter

It is the responsibility of the Renter to make sure the facility is left in the same condition as when first arrived. The checklist below will give the Renter direction when it comes to cleaning the facility at the conclusion of their event.

McArthur Room/Tea-Room Clean-up Instructions Check-List

Date of Event:________________________
RENTER:________________________

McArthur Room, Kitchen & Bar Check-List

YES NO
___ ___ Garbage and cardboard has been taken out & placed in the bins located outside of McArthur kitchen.
___ ___ All dishes, pots, pans, coffee pots, etc. have been washed & returned to proper cabinet areas.
___ ___ All counter tops, stainless steel counters & carts, plastic work station carts, tables, sinks, griddle, stove/ovens, microwave, etc. have been washed. If griddle or oven is used it must be cleaned according to instruction sheet located in the kitchen.
___ ___ Bar cooler & freezer have been emptied & wiped down.
___ ___ Bar counters and sink(s) have been wiped, recyclables & garbage removed.
___ ___ Mop up big spills and sticky areas. Don’t have to sweep.
___ ___ Towels & cleaning rags must be left in the bin under main sink for Custodial staff to wash.
___ ___ Tables have been wiped clean – ONLY if Renter did not use a tablecloth.
___ ___ Recyclables have been put in bin in the hallway.
___ ___ Washrooms: counters to be wiped down and all garbage placed in the garbage bins outside the kitchen.

Tea Room Check-List

___ ___ Garbage and cardboard has been taken out & placed in the bins located outside of McArthur kitchen.
___ ___ Floors spills & dirty areas have been mopped up.
___ ___ Counters, sink & dirty areas have been wiped.

Post-inspection Satisfactory?  YES or NO (circle one)
Date of Inspection:________________________
Custodial staff name:________________________
Comments:________________________

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