



## ***Hall Rentals Co-ordinator***

<b><i>Purpose of Position</i></b>	<i>Manage Private Rentals for the Hall</i>
<b><i>Accountabilities</i></b>	<ul style="list-style-type: none"><li>• <i>Followup on all requests regarding hall rentals</i></li><li>• <i>Communicate and meet with renters</i></li><li>• <i>Complete Hall Contract Agreement with Renters</i></li><li>• <i>Complete and meet with Renters before and after event to complete Hall Rental Checklist</i></li><li>• <i>Update Rental/Hall Usage Calendars</i></li><li>• <i>Inform Janitor, Webmaster and Board of Hall Rentals</i></li><li>• <i>Ensure Hall Information is Current and Relevant on the Website and Facebook.</i></li><li>• <i>Ensure contract agreement and hall checklist are current</i></li><li>• <i>Ensure Hall Rentals rates are in line with other Parkland County Halls.</i></li><li>• <i>Submit all revenue/damage deposits and expenses to Treasurer.</i></li></ul>

