



Checklist for Town Hall Rental:

IMPORTANT NOTE: Town Hall Capacity is 75 people.

Please leave the Town Hall in as good of shape or better than you got it.

1. Turn Heat down to 55 Degrees in the winter months and make sure air conditioning is off in the Summer (Main Hall)
2. Turn off electric heaters in the Mens and Ladies bathrooms if they are on.
3. Make sure both bathroom doors are blocked open to the Main Hall when you leave.
4. Restock all paper products in the restrooms. Supplies are found in the kitchen in the marked cupboards.
5. Dish rags and towels are not provided. Please bring your own. Paper toweling will be provided. Dish soap is provided as well.
6. Mop, Brooms and Vacuum are in the closet in the Main Hall. Make sure this door remains propped open.
 - a. Sweep Main Hall, Kitchen and Bathrooms
 - b. Mop Main Hall, Kitchen and Bathrooms.
 - c. Vacuum the rugs that are by the front doors (inside ones, not outside one)
7. Wipe down the bathroom sinks and counters. Lysol wipes should be in at least one bathroom for your use.
8. Make sure all windows are closed, if you opened them.
9. Take all garbage and recycling to the bins outside to the left of the front doors.
10. Refill the bags in the garbage and recycling bins. Bags are in the kitchen in the marked drawers.
11. If there is something needed, please write it down on a slip of paper and leave it on the counter with the key.
12. Make sure the Main Hall doors are locked when you leave.

I agree to complete this checklist after my event.

Name

Date