

TOWN HALL RENTAL RULES

1. PROTECT CARPET FROM COFFEE POT DRIPS
2. WIPE OFF ALL COUNTERS
3. VACUUM - RETURN VACUUM TO STORAGE ROOM
4. CLEAN OUT COFFEE POTS
5. CLEAN OUT REFRIGERATOR AND WIPE OUTSIDE
6. WIPE OFF STOVE, BUT DO NOT CLEAN OVEN
7. WIPE OUT SINKS
8. RESET TABLES AND CHAIRS TO MEETING ALIGNMENT
See photo of table/chair arrangement

ADDITIONAL CHAIRS AND TABLES TO BE RETURNED TO STORAGE ROOM.
9. WIPE UP ALL SPILLS ON CARPET AND TILE
10. **EMPTY ALL GARBAGE IN DUMPSTER – INCLUDING BATHROOMS**
11. SHUT OFF ALL LIGHTS
12. KEYS SHOULD BE HUNG IN THE FAR LEFT UPPER CABINET ON SINK SIDE OF CABINETS. South door can be locked while open, to allow replacement of the key in the cabinet. Exit is always allowed from the building.

THANK YOU FOR YOUR COOPERATION!