



Checklist for Ideal Town Hall Rental

THE TOWN HALL IS A SMOKE FREE BUILDING!

There are cleaning supplies, buckets, garbage bags etc. available in the tall pantry in the kitchen for your use.

	1. No kegs or bar set-up on the carpet please.
	2. Tables and chairs need to be washed off and put away neatly in the storage closet.
	3. Wipe all counters off and clean out sinks.
	4. Sweep kitchen/bathroom floors, wipe up if necessary, and vacuum carpet. Please remove any stains on the carpet.
	5. Pick up any debris that is left outside (cans, cigarette butts etc.)
	6. All wastebaskets must be emptied in the kitchen & bathrooms and take the garbage with you.
	7. Take all food with you when you leave.
	8. Please adjust both thermostats when you leave to 60 degrees in the winter and to 80 degrees in the summer.
	9. All doors need to be locked and all lights turned off when you leave.
	10. Please slide the key & this checklist under the clerk's door after you have finished.
	11. If there is any damage to the building, carpet, tables etc., or the building is not cleaned properly, the individual renting the hall will be billed the total expenses incurred by the township for cleaning and/or repairs.

Initial each item in left column when completed. Then sign & date form and leave with key under door of clerk's office.

Print Name

Signature

Date

Comments