

TOWN HALL RENTER CHECKLIST

Leaving and Closing Town Hall

*Not required if cleaning deposit paid

- *EMPTY ALL TRASH FROM MAIN FLOOR. PLACE TRASH IN DUMPSTER AT BACK OF BUILDING. REPLACE GARBAGE BARRELS LINERS (Available in kitchen).
- *EMPTY ALL TRASH FROM BATHROOMS. PLACE TRASH IN DUMPSTER AT BACK OF BUILDING. REPLACE GARBAGE BARRELS LINERS (Available in kitchen).
- *ENSURE BACK DOOR IS CLOSED AND LOCKED AFTER TAKING OUT TRASH.
- *SWEEP FLOORS.
- PUT AWAY ANY CHAIRS OR TABLES TAKEN OUT FOR USE BACK TO THEIR ORIGINAL LOCATION.
- SHUT OFF ALL CEILING LIGHTS.
- SHUT OFF ALL BATHROOM LIGHTS/FANS.
- CLOSE INTERIOR STAGE SIDE DOOR.
- (UPSTAIRS) CLOSE INTERIOR STAGE SIDE DOOR.
- LOCK MAIN DOUBLE DOORS.
- LOCK RAMP DOOR (INTERIOR DOOR).