

## Town Hall Rental

Date: \_\_\_\_\_ Renter: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Event and Duration of Rental: \_\_\_\_\_

**THANK YOU** for renting our space. Please note the following:

- Please leave the Hall as you found it. The building, including washrooms and kitchen, should be checked and cleaned.
- Mops, brooms etc. are located in the stairwell by the Front Door. Only the Renter is permitted to access that area.
- Small bucket / cleaning products are in kitchen and bathroom under the sink. Wringer bucket is by the coat check.
- Return both Mini-Splits to their original setting of 72°F.
- Please note any supplies that need replacing or equipment requiring attention.
- When leaving please lock the Town Hall door and return the key – with this form – to the Town Clerk via the Office Drop Box.
- The Town is not responsible for any lost or stolen items.

*Thank you. Your consideration is appreciated.*

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### CLOSING CHECKLIST

#### Hall

- ☐ Clean tables
- ☐ Reset tables and chairs as they were

#### Washrooms

- ☐ Flush toilets
- ☐ Empty garbage

#### Kitchen

- ☐ Turn off appliances – coffee pot, kettle, stove, etc.
- ☐ Clean and store dishes and utensils
- ☐ Wipe counters
- ☐ Wipe sink
- ☐ Ensure no food is left behind

#### General

- ☐ Total sweep and spot mop floors in sticky spots or spills
- ☐ Empty all garbage cans
- ☐ Return heat pumps to original settings
- ☐ Close windows
- ☐ Turn off lights
- ☐ Lock doors
- ☐ Put garbage in garbage box on front of building

Notes: \_\_\_\_\_

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Contacts:      Emergency, please call 911; Town Clerk: 709-351-4771; Mayor: 709-691-7057