

Beaver Springs Volunteer Fire Company Rental Hall Checklist

Thank you for choosing to hold your event in our Facility and for supporting our community first responders. We hope you had a pleasant experience and welcome any feedback you might have to improve the experience in the future or for others.

Please use this checklist to ensure that you are leaving the facility in as good or better condition than you found it. Your diligence in this matter will allow us to continue to offer the facility to the public at a reasonable price. Your deposit will be returned after the Company verifies that the Facility is in acceptable condition.

- ☐ Clean all counters, sinks, appliances, tables, chairs, refrigerators and anything else that you or your party used.
- ☐ Return any items you used from our facility to the places in which you found them.
- ☐ Sweep all floors (mop any areas that require it due to spills).
- ☐ Empty all trash cans and put in new trash bags (provided in the cans)
- ☐ Turn off any appliances or equipment that you turned on.
- ☐ Remove all decorations.
- ☐ Empty all of your items from the refrigerator/freezer.
- ☐ Return room to original setup of tables and chairs (see photos in kitchen)
- ☐ If you adjusted any thermostats, please return them to their original settings.
- ☐ Ensure that bathrooms look as presentable as they did when your party arrived.
- ☐ Turn off lights.
- ☐ Ensure outside doors are secure (our facility contains expensive emergency response equipment and must be secure when you leave).

There are cleaning supplies located in the kitchen and you may use as much of them as you need to ensure the facility is ready for the next renters. If you have any questions please contact Company personnel (Vice President, Jon Plasterer 570 713-7563, or Chief, Erik Markley 570 238-6511). Thank you again for your support!