

# TOWN HALL RENTAL CHECK LIST

Keys for building and dumpster are at Minnoette Store and you must sign them out and return keys to store before closing on the night of your event. NO KEYS TO BE KEPT OVERNIGHT.

**IF FACILITY REQUIRES ADDITIONAL CLEAN UP, COSTS WILL BE DEDUCTED FROM YOUR DEPOSIT.**

This is a non smoking and alcohol free premises.

There will be adequate toilet paper for bathrooms, garbage bags in bottom of containers. We do not provide paper towels or cleaning rags.

DECORATING: no tacks, pins or scotch tape on ceiling tiles and walls, you may use masking/painters tape. You must remove all decoration/tape before you leave.

**\*\*\* WE DO NOT PROVIDE PAPER TOWELS OR KITCHEN TOWELS\*\*\***

CLEAN UP:

- a. Wash all dishes.
- b. Clean sinks & wipe down appliances.
- c. Vacuum, sweep & clean up spills on floors.
- d. Remove all your food items from refrigerator.
- e. Wash down tables/chairs before putting away (nothing in front of electrical panel and leave broken chairs outside door for repair).
- f. Check **ALL** bathrooms for garbage and **MAKE SURE** toilet areas are cleaned and toilets flushed.
- g. Remove all garbage to outside dumpster.
- h. Please do an outside walk around building to make sure all trash is picked up.
- i. Turn out all lights and **LOCK ALL** doors.

**YOUR RENTAL INCLUDES THE BASEMENT HALL AND USE OF COMMUNITY GROUNDS,**

Town of Fredenberg thanks you for renting the facility and leaving it in the condition in which you found it.

