

# IMPORTANT

## ATTENTION: ALL GROUPS USING COMMUNITY ROOM MUST

1. RETURN ROOM AS IT WAS
2. IF ADDITIONAL MESS IS CREATED DURING THE EVENT THE HOST WILL BE RESPONSIBLE FOR SUCH
3. IF KITCHEN AND BATHROOM ARE ACCESSIBLE AS PART OF THE EVENT THOSE ROOM ARE EXPECTED TO BE KEPT CLEAN

## HOST ARE RESPONSIBLE FOR ALL LISTED BELOW:

1. GARBAGE REMOVAL (DUMPSTER IS LOCATED IN THE REAR OF THE BUILDING)
2. SWEEPING OF FLOOR (BROOM IN JANITORIAL CLOSET)
3. TABLES AND CHAIRS REPLACED AS THEY WERE PRIOR TO THE EVENT
4. MOP ANY SPILLS OR HEAVY FOOT TRAFFIC (MOP TO BE PROVIDED)
5. CLEANING OF DISHES AND KITCHEN (CLEANING SUPPLIES SUCH AS SPONGES AND DISH SOAP MUST BE SUPPLIED BY HOST)
6. CLEAN ANY GARBAGE OR MAJOR GRIME LEFT IN BATHROOMS
7. LOCKING OF ALL WINDOWS AND DOORS AFTER EVENT IS OVER – THIS APPLIES TO EVENTS BEING HELD ON WEEKENDS AND WEEKDAYS AFTER 4 PM
8. RESPONSIBLE FOR ANY DAMAGES THAT OCCUR DURING EVENT

**ALL THESE REQUIREMENT ARE TO BE MET BY WHOMEVER HOLDS AN EVENT AT THE TOWN HALL UNLESS, ADDITIONAL OR LESSER RESPONSIBILITIES ARE WORKED OUT OR CONTRACTED BEFORE HAND.**

**NOTE: NO ONE DURING THESE EVENTS PERMITTED IN THE UPSTAIRS OF THE BUILDING OR IN THE STAIRWELLS.**

# NO ALCOHOL ALLOWED