

IMPORTANT NOTICE TO RENTERS OF GREEN CHARTER TOWNSHIP HALL

YOU ARE RESPONSIBLE FOR YOUR GUESTS AND USAGE OF THIS HALL

HALL CAPACITY IS 111

IMPORTANT CHECK LIST

- **IF YOU NOTICE ANY CONDITIONS OF CONCERN FROM PRIOR RENTERS – PLEASE CONTACT THE CLERK OR SUPERVISOR. OTHERWISE YOUR DEPOSIT COULD BE AT RISK.**
- **PLEASE **CLEANUP AFTER SPOILS WHEN THEY HAPPEN**, LIQUID SPILLS – USE PAPER TOWLES TO SOAK UP THE SPILL FROM CARPET**
- **YOU **MAY NOT USE** TAPE OR TACKS (**OR TACKY HOOKS**) ON WALLS**
- **USE POTHOLDERS FOR HOT ITMES ON THE COUNTER TOP**
- **REMOVE TRASH AND PLACE IN DUMPSTER BEHIND HALL**
- **REPLACE WASTEBASKETS LINERS WITH NEW (**SUPPLY YOUR OWN**)**
- **VACUUM HALL CARPETS (ENTRANCE-COAT ROOM AND THE HALL)**
- **KITCHEN AREA – CLEAN KITCHEN COUNTERS, STOVE, MICROWAVE AND CUTTING BOARDS, AFTER USE**
- **SWEEP AND MOP FLOORS OF KITCHEN AND RESTROOMS (MOP THE FLOORS WITH VINEGAR & WATER)**
- ****LEAVE THE TABLES** UP (WIPE THE TABLES AFTER USE)**
- **RETURN CHAIRS TO STORAGE CARTS**
- **DO NOT PLACE STORAGE CARTS CLOSE TO WALLS. **MAINTAIN SEPARATION FROM WALLS****
- ****DO NOT LEAN OR STORE TABLES OR CHAIRS AT ANYTIME AGAINST THE WALLS****
- **MAKE SURE DOORS ARE LOCKED!!**
- **DROP KEY AND THIS CHECK LIST INTO DROP BOX (EAST SIDE OF BUILDING) WHEN DONE**

Please sign:

Person in charge of cleanup_____ **Date:**_____