

When using the Town Hall please make sure that all of the items below have been done before you leave the building. If the building is not cleaned properly, there will be a \$50 cleaning fee assessed.

1. Sweep all tile floors.
2. Mop the tile floors if necessary (this means if you just had a meeting or similar and you don't spill or leave a lot of foot dirt you shouldn't have to mop).
3. Wipe all counter top, appliances and tables; wipe off the chairs if needed.
4. Vacuum the carpet and rugs in the entry way.
5. Remove any food from the fridge.
6. Empty the garbage and put in clean bag.
7. DO NOT pour anything in the drinking fountain.
8. Arrange meeting chairs as you found them.(4 rows of 6 chairs in each row)
9. Make sure that the back room looks like it did when you took out tables or chairs.

NOTE: The carpet was recently replaced, If you spill PLEASE wipe it up with cold water and leave a note so we can treat the stain if there is one!