

Hammond Town hall usage Rules:

1. When decorating do not put any kind of tape on painted surfaces.
2. If you bring props (picture boards, etc.) please do not leave them at the town hall anything left will be taken to the recycle center.
3. You must remove all garbage. You must put clean bags in all waste paper cans (bathrooms included).
4. Sweep all floors and mop (if food was present), the broom, mop and bucket are in the utility room.
5. If you spill on the carpet, please spot clean it immediately; if the spot remains you may be responsible for having the carpet cleaned (\$200).
6. Vacuum the carpet (vacuum is in the storage room) please empty the vacuum when you are done and please do not vacuum up anything WET.
7. Wipe down all counters, appliances and tables.
8. Remove all food from the premises.
9. Arrange furniture to meeting style 3 rows of 6 chairs.
10. Do not take meeting table apart.
11. Do not remove pictures from the wall.
12. Please make sure and keep the doors closed to avoid bugs and flies from getting inside as well as if using the air conditioning.
13. Turn off air conditioning and lock doors when done with event.
14. No live music after 10:00 pm.