

LARKIN TOWNSHIP HALL RULES

- No food/beverages in lobby.
- No tape/sticky materials on walls, glass, or woodwork.
- Nothing is to be hung or attached to the fans.
- All tables must be set up, wiped clean and left up for inspection.
- All chairs must be wiped clean and put back correctly on the chair racks.
- Sweep the hall, kitchen, and bar rooms before leaving. Brooms are in the chair storage room; the dustpan is behind the kitchen door.
- Anything used in the kitchen must be cleaned and put back in the proper place.
- Empty all trash containers. Takes used paper towels from the restrooms and add to your garbage before disposing. Put the bags in the dumpster outside the kitchen door. Garbage bags are under the kitchen sink.
- Turn the thermostat to 60 degrees.
- Turn off the lights. Switch #1 (located on the right side) and Switch #4 are the only ones to stay on; all others go off.
- Lock all doors. The key for the panic bar is hanging on the side of the foyer door. Push in the panic bar, put key in the hole, and turn the key to either lock or unlock.

THANK YOU FOR LEAVING THE HALL IN GOOD CONDITION!

2/5/01

DAMAGE/MISSING FEE SCHEDULE

A full deposit refund may not be received if the following items are damaged or missing:

Carpet	Restrooms
Walls/Ceiling	Missing Equipment
Tables/Chairs	Or any other item(s) found missing or damaged
Kitchen	

THE FEE CHARGED FOR DAMAGED/MISSING ITEM(S) WILL BE CHARGED 100% OF COST TO REPLACE OR REPAIR ITEM(S).

The deposit refund will not be issued until item cost is figured.

Larkin Township Board

12/11/01