

LARKIN TOWNSHIP HALL RULES

- No food/beverages in lobby
- No tape/sticky materials on walls, glass, or woodwork –
“Command Hooks” are the exception and are allowed – Any hooks hung must be removed prior to leaving the hall, and any paint taken off walls as a result of “Command Hook” removal will result in partial or entire deposit being withheld.
- Nothing is to be hung or attached to 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. Take 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 off the lights in main hall area. (All switches in off position leaves 1 night light on)
- Handicap access is energized/on when the foyer light switch is turned on. The panic bar must be secured in the unlocked position for door to open/close automatically by using the handicap door buttons.
- Lock all doors. The key for the panic bar is hanging on the side on the foyer door. Push in the panic bar, put the key in the hole, and turn the key to either lock or unlock.
- Important Note: Please DO NOT press the handicap door buttons until the panic bar is secured in the unlocked position or the actuator may be damaged.

THANK YOU FOR LEAVING THE HALL IN GOOD CONDITION

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
Kitchen	Handicap Doors/Buttons
Tables/Chairs	
Any other item(s) found missing or damaged	

THE FEE CHARGED FOR DAMAGED/MISSING ITEM(S) WILL BE CHARGED at 100% OF COST TO REPLACE OR REPAIR ITEM(S). Deposit refund will not be issued until item cost is calculated.

Larkin Township Board
12/8/16