

LARKIN TOWNSHIP HALL RULES

Before Rental

- No food/beverages in lobby.
- No tape/sticky materials/or command strips on walls, glass, or woodwork. (Picture wire with clips have been installed on the walls and you are welcome to use it to hang decorations from. You may want to hang decorations with fishing line and or clothesline pins)
- Any paint taken off walls will result in deposit being withheld.
- Nothing is to be hung or attached to the fans.
- **To allow the door to stay unlocked for your guests:** The key for the panic bar is hanging on the side of the foyer door. Push in the panic bar, put the key in the hole, and then turn the key to unlock.
- Handicap access is on when the foyer light switch is turned on. The panic bar must be in the unlocked position for the door to work automatically by using the handicap button.
- 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.

After Rental

- Turn the thermostat back to the schedule.
- 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.
- Lock all doors including the handicap door. The key for the panic bar is hanging on the side of the foyer door. Push in the panic bar, put the key in the hole, and then turn the key to locked position.

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 |
| 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

5/4/2023