

Use of Rollin Township Hall

CHECKLIST

- Tables: washed, rinsed and wiped off thoroughly.
 - Tables and chairs: arranged as they were before the event.
 - Floors: dust mopped and mopped.
 - Rugs: vacuumed.
 - Bathroom: cleaned.
 - Kitchen: cleaned.
 - Drinking fountain: cleaned.
 - Waste baskets emptied.
 - All trash removed from the hall and the hall grounds.
 - Thermostat*: if temperature was adjusted, reset as found.
- *When the temperature is below 70' outside, DO NOT TURN ON THE AIR CONDITIONER;
open the doors to cool the hall.
- Doors: all locked tightly.
 - Inside lights: turned off.
 - Key: left in drop box on the side door or returned to the clerk by the next business day after the event.
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- I understand that there will be a \$50 deposit for use of the building/equipment and return of the key. If all terms are met and there is no cleanup required or damage to be repaired the deposit will be refunded. Payment for damage or repairs in excess of \$50 is required. After the event, the Clerk will contact me to make arrangements for return of deposit or payment for damages/cleaning.