

RESPONSIBILITIES CONCERNING USE OF
THE VILLAGE HALL

1. Return any and all keys to the Village Clerk.
2. All tables and chairs shall be wiped off to remove all traces of any spills.
3. All items in the kitchen shall be returned to an orderly condition and all countertops shall be wiped. The sink shall be rinsed and all spills shall be cleaned.
4. Any dishes or utensils used shall all be washed and put away.
5. The hall, bathrooms and kitchen floors shall be cleaned and wet mopped.
6. All garbage shall be transferred from garbage cans to dumpsters located outside the community center by Ballfield.
7. Coffee grounds shall not be placed into sinks.
8. All chairs shall be returned to their location and tables should be placed top down on rack.
9. All light switches shall be turned off, all doors shall be locked at the end of event. Doors shall be unlocked and left open during the time of the event.
10. The user of the facility agrees to inform all persons attending the event concerning the terms and conditions concerning use of the facility including prohibitions regarding beer and alcohol.
11. Any difficulties shall be reported to local law enforcement agencies immediately.
12. Failure to follow the policies and rules established by the Village shall be cause for forfeiture concerning future use privileges and may subject the user to liability for any loss or damage caused thereby.

Rental Party Signature: _____