CHECK OFF LIST FOR USING THE TOWN HALL

THE TOWN RENTS OUT THE TOWN HALL AS A SERVICE TO THE RESIDENTS OF KINNICKINNIC, WE ARE NOT IN THE BUSINESS OF RENTALS. THEREFORE THIS RENTAL MAY BE HANDLED DIFFERENT THAN YOU ANTICIPATE OR WANT, BECAUSE THIS IS A SERVICE OF THE TOWN.

1. ___ PLEASE RETURN THE KEY WHEN YOU ARE DONE. LEAVE IN LOCKBOX AT THE END OF THE DRIVEWAY OR RETURN TO THE CLERK. CLERK HOURS ARE TUES & THURS 9AM-2PM.
2. ___ CODE FOR SECURITY SYSTEM IS _______. WHEN LEAVING PUSH "AWAY". 60 SECONDS TO DISARM WHEN ARRIVING AND LOCK FRONT DOOR WHEN LEAVING.
3. ___ WHEN PEOPLE ARE PRESENT THE BACK DOOR MUST BE UNLOCKED, BE SURE TO LOCK BEFORE YOU LEAVE.
4. ___ OFFICE DOOR IS LOCKED.
5. ___ YOU MAY MOVE THE FURNITURE AND SET UP THE ROOM TO MEET YOUR PARTY NEEDS. BE SURE TO PUT THE ROOM BACK THE WAY IT WAS WHEN YOU ARRIVED WHEN FINISHED.
6. ___ TABLES IN THE LARGE CLOSET
7. ___ STACK UNUSED CHAIRS AT THE SOUTH WEST CORNER OF THE ROOM.
8. ___ YOU ARE WELCOME TO USE THE COFFEE POT, MICRO Wave, OVEN, STOVE AND REFRIGERATOR.
9. ___ PLEASE USE ONLY THE OUTLETS WITH RED BUTTONS IN THE KITCHEN AREA FOR CROCKPOTS, ROASTERS, COFFEE POTS, ETC. IF YOU PLUG INTO ANY OTHER OUTLET YOU WILL BLOW A FUSE.
10. ___ THERE ARE 2 SWITCHES ON THE EAST WALL, NORTH OF THE FRONT DOOR, THESE SWITCHES RUN THE CEILING FANS. USE THE CORDS ON THE FANS TO CONTROL THE SPEED.
11. ___ YOU MAY RAISE OR LOWER THE TEMP. ON THERMOSTAT, PLEASE RETURN AS FOUND WHEN FINISHED
12. ___ IF USING HALL AFTER DARK, SWITCH ON LIGHTS IN THE LARGE CLOSET. THEY RUN ON A TIMER AND WILL GO OFF ON THEIR OWN.
13. ___ THERE MUST BE A CLEAR PATH THE ELECTRICAL BOXES IN THE LARGE CLOSET.
14. ___ ALL SUPPLIES, PAPER PRODUCTS, TABLEWARE, ETC IN KITCHEN CABINETS ARE PROPERTY OF THE TOWN, PLEASE DO NOT USE THESE.
15. ___ IF IT HAS SNOWED, THERE IS A SHOVEL IN THE ENTRYWAY.
16. ___ PLEASE COLLECT ALL YOUR GARBAGE AND LEAVE TIED BAGS IN THE ENTRY WAY.
17. ___ PLEASE REPLACE ALL GARBAGE BAGS.
18. ___ FLOORS SHOULD BE SWEPT (AND MOPPED AS NEEDED). MOP AND BROOM IN THE LARGE CLOSET.
19. ___ CLEAN UP KITCHEN AREA AND BATHROOMS (NOT TOILETS), CLEANING SUPPLES ARE UNDER KITCHEN SINK, USE AS NEEDED.
20. ___ A RULING OF GOV DOYLES, THERE IS NO SMOKING IN THE HALL AND NO ALCOHOL ON THE PROPERTY. ANY FIRE MARSHALL, STATE PATROL OR POLICE CAN STOP IN ANY TIME. THIS IS A GOVERNMENT BUILDING.

**CALL CLERK WITH QUESTIONS 715-425-8082

THANK YOU AND HAVE A FUN PARTY!