

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 **1271**. 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 AND CHAIRS ARE IN THE LARGE STORAGE CLOSET
7. STACK UNUSED CHAIRS IN THE LARGE STORAGE CLOSET
8. YOU ARE WELCOME TO USE THE COFFEE POT, MICROWAVE, 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 FOR LIGHTS IS IN THE LARGE STORAGE CLOSET. THEY RUN ON A TIMER AND WILL TURN OFF ON THEIR OWN.
13. THERE **MUST BE A CLEAR PATH** THE ELECTRICAL BOXES IN THE LARGE STORAGE 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 AND SALT IN THE ENTRYWAY.
16. PLEASE COLLECT ALL YOUR GARBAGE, PUT IN DUMPSTER, USING THE DUMPSTER KEY IN THE ISLAND DRAWER. RETURN KEY WHEN DONE.
17. PLEASE REPLACE ALL GARBAGE BAGS (CAN BE FOUND IN CUPBOARD UNDER THE ISLAND)
18. FLOORS SHOULD BE SWEEPED (AND MOPPED AS NEEDED). MOP AND BROOM IN THE LARGE STORAGE CLOSET.
19. CLEAN UP KITCHEN AREA AND BATHROOMS (NOT TOILETS), CLEANING SUPPLIES 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 EVENT!