

PENFIELD TOWNSHIP EVENT EXIT PROCEDURE

RENTER'S NAME _____

EVENT DATE _____

___ Community Hall

___ Meeting Room

MUST BE COMPLETED TO RECEIVE DEPOSIT REFUNDS. Deposits can be held if this Exit Procedure is not adequately performed. See your full contract for additional information, rules, and prohibited items.

Bag ALL trash (hall, kitchen, bathrooms). Wheel garbage bins from the hallway storage area into the hall when emptying trash cans to prevent leaks. Take trash in the bin to the dumpster. Empty completely. Return bins to the hallway storage area. Replace all trash liners.

The cleaning closet is located between the restrooms.

Clean all tables and chairs and return them to their designated storage area. Do not drag the furniture. Chairs are to be in stacks of 8.

Sweep floors with the dust mop or broom. Mop spills as needed.

Check the restrooms to be sure they are in good order. Excessive restroom mess is the responsibility of the renter.

Clean up all event litter on the grounds.

Turn off lights/fans.

LOCK UP PROCEDURE: The last party out will lock the doors. Use the hex key (located in the foyer by the main doors) to lock the panic bar on BOTH doors. Turn the hex key counter-clockwise. The panic bar will pop out. Check that all doors are securely closed.

***TEXT THE HALL COORDINATOR @ 330-636-0709 to inform that your event is over. Leave this completed form in the drop box at the outside porch entrance.

Sign here as acknowledgment that this procedure has been completed.

X _____

COMPLETE address (print clearly):

OFFICE USE ONLY**NOTES OF ANY DAMAGE OR EXCESSIVE CLEANING REQUIRED:

Hall Coordinator _____ Date _____