

# PENFIELD TOWNSHIP EVENT EXIT PROCEDURE

\_\_\_\_\_  
Renter's Name

\_\_\_\_\_  
Event Date

- Community Room  
 Meeting Hall

Deposits can be held if this exit procedure is not adequately performed. See your full rental contract for additional information, rules, and prohibited items.

Bag ALL trash and recyclables. Wheel garbage bins from the hallway storage area into the hall when emptying trash cans to prevent leaks. DO NOT TAKE TRASH OUTSIDE. Outside dumpster is locked to prevent public dumping. Do not put unbagged trash or floor sweepings into the bin. Return all bagged trash in the garbage bins to the hallway storage area. Replace all trash liners.

The cleaning closet is located between the restrooms. Paper towels, disinfectant spray, dust mop, wet mop, buckets, broom, and dustpan are provided. Clean all tables, chairs, and dirty surfaces, including walls and other horizontal surfaces.

Put clean tables and chairs back in their designated area. Do not drag the furniture. Chairs are to be in stacks of eight (8).

Sweep all floors with the dust mop or broom, using the wet mop and bucket to clean spills as necessary.

Check the restrooms to be sure they are in good order and that the toilets have been flushed and are not running. Excessive restroom mess is the responsibility of the renter.

Clean up any event litter on the outside grounds, including cigarette butts.

Turn off all lights.

LOCK UP PROCEDURE: Use the hex key (located on the fire alarm box in the foyer by the main doors) to lock the panic bar on the doors you used to gain entry to the hall. Turn the hex key counter-clockwise. The panic bar will pop out. Check that all doors are securely closed.

\*\*\* BE SURE TO Text the Hall Coordinator @ 330-636-0709 to inform that your event is over \*\*\*

Sign here as acknowledgement that this procedure has been followed.

Place this signed form in the drop box at the outside entrance.

X \_\_\_\_\_

Full name and address of person receiving deposit refund. (Print clearly)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_ ALL REQUIREMENTS HAVE BEEN MET.

HALL COORDINATOR/REPRESENTATIVE'S SIGNATURE \_\_\_\_\_

19JUN2024