

## INSTRUCTIONS FOR USE OF THE ADDISON TOWN HALL AND PARK BUILDINGS.

Before leaving the Town Hall or the Park after your event, please:

1. All of the tables and chairs in the Town Hall **MUST** remain inside the Town Hall.  
**Do not** move any tables or chairs outside.
2. Take all food and beverage items you brought along with you.  
**Do not** leave any food or beverages behind.
3. Empty trash cans into dumpster on the west side of the Town Hall building. If this dumpster is full, please use the dumpster on the east side of the Town Hall building. Extra trash can liners are under the kitchen sink in the Town Hall, or in the closet inside the Park Pavilion. Please use only what you need.
4. Wash all tables that were used. Also wipe off any chairs used that need it.
5. Wash all countertops.
6. Wash bar and beer coolers if used.  
If you used the beer tappers, you are responsible for having them cleaned.
7. Clean up any spills in the refrigerators.
8. Check all restrooms. Toilets should be left flushed and clean. Wipe countertops.  
Turn off lights.
9. Mop up any spills on the floors. Use only clear, cold water for wet mopping the floor in the Town Hall.
10. Dust mop all floors.
11. Remove all decorations and tape.
12. In the Town Hall; Leave 3 tables standing. Stack the remainder of the tables in the kitchen, behind the door to the hallway. Handle tables with care, so as not to damage.
13. In the Town Hall; Stack chairs in stacks of 4, against east wall of hall, and in kitchen, in stacks of not more than 10.
14. In the Town Hall; Set the air conditioning to 75°. Set heat to 62°. Whichever season applies.
15. In the Town Hall; Clean up any spills in or on the kitchen range.  
**Do not** run the self-cleaning cycle of the kitchen range.
16. Pick up any litter or trash in the park and the parking lot.
17. Double check that lights are turned off and all doors are locked before you leave.
18. You are responsible for locking up and returning the keys.
19. Drop rental keys in the mail drop slot under the window on the north side of the Town Hall building or return to lock box when you are ready to leave and have everything locked.
20. You are responsible for any damage to, or any missing Town of Addison property.

I have read and agree to all of the above stated responsibilities for rental of the Town of Addison facilities. I understand that if any of the above responsibilities are not completed satisfactorily, the Town of Addison may withhold part or all of my \$150.00 deposit.

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_