**HALL RENTERS**

The following areas or items are not a part of the hall rental contract:

* Lower level classrooms
* Cry room
* Church
* Large screen television
* Parish paper products

Emergency Contacts:

* Greg Stoll- 419-663-1418
* Linda Salmons 419-366-7778

**HALL RENTAL CLEAN UP CHECK LIST**

\_\_\_\_\_Chairs and tables returned to original position

\_\_\_\_\_Clean all spills on rugs and floors

\_\_\_\_\_Sweep all food particles from floor. (broom or sweeper in janitors closet)

\_\_\_\_\_Flush toilets and make sure they are not running. Restrooms in order.

\_\_\_\_\_Empty all trash cans and place bags in dumpster. Place new bags in cans.

Bags are in janitor’s closet.

\_\_\_\_\_Turn off stove burners and oven.

\_\_\_\_\_Wash dishes.

\_\_\_\_\_Turn off all lights in hall and restrooms.

When finished please contact Linda Salmons or Greg Stoll to lock up at the above number.

Thank you. We hope you enjoyed using our facility.