

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 lock the kitchen entrance door and leave through the breezeway. Close the breezeway door and everything should be locked. Please contact Linda Salmons or Greg Stoll if you have any problems locking up.

Thank you. We hope you enjoyed using our facility.