

SWANTON MEMORIAL CENTER RULES

**YOU MUST BE A RESIDENT OF EDENVILLE TOWNSHIP OR HAVE A SPONSOR WHO RESIDES IN EDENVILLE TO RENT THE SWANTON MEMORIAL CENTER
NO ONE UNDER THE AGE OF 21 IS BE ALLOWED TO RENT THE CENTER**

RENTAL FEES: WEDDINGS and/or RECEPTIONS - \$100, SHOWERS, B'DAY PARTIES, CHRISTMAS PARTIES, ETC - \$60, CONFERENCE ROOM ONLY - \$30. FEES TO BE PAID WHEN KEY IS PICKED UP.

**SECURITY DEPOSIT: \$50. DEPOSIT TO BE PAID BY 7 DAYS AFTER RESERVATION IS MADE.
THE SPONSOR'S RESPONSIBLTY: PAY THE DEPOSIT AND PICK UP THE KEY.**

- 1. THE CLEANING AND REARRANGEMENT OF EQUIPMENT AND FURNISHINGS SHOULD BE CARRIED OUT EFFECIENTLY FOR THE READY USE OF GROUP THAT WILL BE USING THE HALL AFTER YOU.**
- 2. THERE SHALL BE NO SERVING AND/OR CONSUMING OF ALCHOLIC BEVERAGES IN THIS BUILDING OR ON THE PREMISES (parking lot) AT ANY TIME.**
- 3. THIS IS A NON-SMOKING BUILDING. THEY MAY SMOKE OUTSIDE. BE SURE TO USE THE COFFEE CANS FOR THE BUTTS. PLEASE DO NOT LEAVE CIGARETTE OR CIGAR BUTTS ON THE GROUND.**
- 4. THERE SHALL BE NO NAILS POUNDED IN THE WALLS OR DOORWAYS.**
- 5. THERE SHALL BE NO FOOD OR DRINKS ALLOWED IN THE CARPETED LOUNGE.**

CLEANING CHECKLIST:

<u>AUDITORIUM</u>	_____	Wipe off <u>all used tables and chairs</u> , place them back in the racks and put back in the storeroom.
	_____	Dust mop the floor. <u>Damp mop</u> floor only if it gets spilled on.
<u>KITCHEN</u>	_____	Clean and put away all dishes, utensils, appliances, pots and pans that were used from the hall.
	_____	Clean all counter tops. <u>Dry the inside of the large coffee pot with paper towels & leave open.</u>
	_____	Remove <u>all</u> food from refrigerator, freezer, and stove. Wipe up any spills.
	_____	Sweep and damp mop the floor.
	_____	Clean and wipe out all sinks. <u>Drain only one sink at a time.</u> (Otherwise the drain may overflow.)
<u>LOUNGE</u>	_____	<u>NO food or drinks are allowed in the lounge. If any is found, you forfeit your deposit.</u>
	_____	Return the furniture to their original place and vacuum the floor.
<u>GENERAL</u>	_____	Replace used garbage bags with new ones that are on top of the refrigerator.
	_____	Put used garbage bags in the dumpster at south end of parking lot.
	_____	Be sure <u>all bathroom stools and urinals have been flushed</u> before leaving.
	_____	Make sure <u>all outside doors</u> are <u>shut tight and locked.</u> <u>Leave all inside doors open.</u>
	_____	<u>Turn off all lights</u> (inside & out) and return the key to Carolyn Bacon at 391 W. Shearer Rd.

Thank you for helping keep this hall clean.

Please Do Not Move The Christmas Tree!