

## SWANTON MEMORIAL HALL RULES

You must be a resident of Edenville Township or have a sponsor who resides in Edenville Township to rent the Swanton Memorial Hall. No one under 21 is allowed to rent the hall.

Rental fee: \$100.00, must be paid when the key is picked up.

Security deposit: \$100.00, must be paid within 7 days of making your reservation.

Serving or consuming alcoholic beverages on the premises is not allowed at any time. If any evidence is found, you will lose your deposit.

This is a non smoking building. You may smoke outside. Please do not leave cigarette or cigar butts on the ground. Please use the dispensers that are furnished.

There shall be no nails pounded in the walls or doorways. **We do not allow tape, of any kind, to be used on the floor** in the auditorium. Remove all tape from tables, walls, chairs, etc.

There is to be no food allowed in the carpeted lounge.

### CHECKLIST FOR CLEANING UP AFTER YOUR PARTY (PLEASE USE)

- AUDITORIUM  Wipe off all used tables and chairs, place them back in the racks and put back in the storeroom.  
 Dust mop the large floor only.  
 Clean and put away any dishes, utensils, appliances, pots and pans that were used from the hall.  
 Remove all food from refrigerator, freezer and stove. Clean any spills in or on stove and refrigerator.  
 Unplug Bunn Coffee pot and dry large coffee pot if used and leave open.  
 Drain only one sink at a time or drain will overflow. Clean and wipe out all sinks.  
 Sweep the kitchen floor after everything has been taken out of kitchen.
- LOUNGE  There is **NO** food or drink allowed in the lounge area. If any evidence is found, you will lose your deposit.  
 Do not move the furniture from its original place without prior permission from reservationist.  
 If you use the lounge, please vacuum the floor.
- GENERAL  Replace used garbage bags with new ones that are on top of the refrigerator.  
 Put used garbage bags in dumpster at south end of parking lot (behind Museum).  
 Make sure all bathroom toilets and urinals have been flushed before leaving (including the bathrooms behind the kitchen.)  
 Make sure all outside doors are shut tight and locked. Leave all inside doors open.  
 Turn off all lights (outside front door also)  
 Turn both thermostats down to 50 degrees in the winter.