

Town of Montrose
Rules for Use of the Town Hall & Final Checklist

- a. **NO ONE MAY DRIVE NAILS, TACKS, STAPLES, SCREWS OR OTHER TYPE FASTENERS ON OR INTO ANY OF THE WALLS, CEILINGS, FLOORS, OR WOODWORK OF THE TOWN HALL. NOTHING CAN BE HUNG FROM THE CEILINGS. NO GLITTER OR CONFETTI MAY BE USED FOR DECORATIONS.**
- b. No smoking allowed in the building.
- c. You are responsible for cleaning up any tobacco products left outside of the town hall.
- d. No pets or animals, except certified helper animals, are allowed in or around the town hall.
- e. Sale of alcoholic beverages is not permitted.
- f. You must furnish all food, dishes, silverware, serving utensils & dishcloths etc.
- g. Letters are available for your use on the outside kiosk, located at the SE corner near the intersection of Diane Ave and Hwy 69. Letters/numbers are located in the furnace room (located in the kitchen). The marquee must be cleared of all letters/numbers when your event is finished and return to their appropriate slots in the furnace room.
- h. Clean up is the renter's responsibility. The hall and town property must be restored to its original condition.
- i. Any damages to equipment, extra clean up (inside and/or outside) property and/or facility will be charged to the renter.
- j. The Town Clerk in consultation with the Town Board reserves the right to require security personnel to attend any function at the cost of the person renting the hall.
- k. The Town Clerk in consultation with the Town Board reserves the right to refuse service to any group or individual.
- l. Doors need to be locked and keys must be dropped thru the mail slot, located at the south side office door on or before midnight of your event. If keys are lost, you are responsible for the cost of changing locks and key replacements.
- m. No weapons allowed on town property.
- n. Please see that no one plays across the ditch, around the sign, throws stones anywhere or hangs on the coat racks. Please supervise all children.
- o. Doors must be kept shut at all times during your event.
- p. Please turn down heat or air conditioner before leaving.
- q. No tent stakes may be pounded into the blacktop.

2. Final Checklist

- a. Food in the refrigerator/freezer that you did not bring to your event should not be used or taken.
- b. All garbage and recyclables need to be separated and put into the appropriate outside bins. Bins are clearly marked for recyclables and garbage. A key for the padlock for the garbage bin is attached on the key ring with the hall key. You must relock the padlock.
- c. Put new garbage bags in garbage cans.
- d. Make sure all trash is picked up inside/outside and any tobacco products are picked up off the ground.
- e. Clean out both refrigerators and take your food home. Do not take any food in freezer/refrigerator that you did not bring to your event.
- f. Wipe down counters, stove, microwave and sink.
- g. Wipe down all tables and chairs. Stack tables on rolling racks with wooden spacers between tables and **tables stacked top to top to eliminate scratching of tables.** Tables are stored along the wall on the east side of the hall.
- h. Do not use the tables stored in with the chairs.
- i. Chairs go into the closet on the rolling chair racks.
- j. Mop bucket can be filled using the smaller bucket under kitchen sink.
- k. Sweep all floors and mop if necessary. It is recommended to spot mop as the floors get very slippery and take a long time to dry.
- l. If using the heat, before you leave, turn heat to 65 degrees.
- m. If using the air conditioner, before you leave, turn air conditioner to 75 degrees.
- n. Make sure all lights are out and the all doors are locked. Double check the doors in the hall
- o. **If water is on trickle in kitchen and/or bathrooms, please leave running to prevent pipes from freezing.**

Thank you for using the Town Hall

If you have any questions or problems, please call 608-424-3848.

Updated 1/18/18