

OAKLAND TOWN HALL

RENTAL RULES

Thank you for renting our town hall. In order to keep our hall in good condition for many years, **please read and abide by** the following rules:

- **ABSOLUTELY NO SMOKING in the building.**
- Decorations must be completely removed after use. No masking tape, duct tape, staples, tacks, nails or similar materials are allowed to be used on walls, sound panels, or ceilings. Removable Command Strips are acceptable to use on the walls.
- **TABLES AND CHAIRS MUST REMAIN IN THE BUILDING.**
- **DO NOT hang anything from the ceiling or pipes.**
- All dishes, utensils, coffee pots, pitchers, etc., must be cleaned and returned to their storage areas.
- All kitchen counters must be wiped clean (including any food spills in the refrigerator). *Leave towels and dish rags in the kitchen—we will clean them.*
- Floors must be SWEPT.
- Tables and Chairs are to be placed back in the storage units/area.
- All trash must be bagged and securely tied and left in the garbage can for removal by a town employee.
- Turn off all lights when leaving (including bathroom lights).
- Lock the doors before leaving and leave the key on the counter in the kitchen.
- Common safety practices must be utilized both inside the building and outside on the grounds (do not climb on items/displays/vegetation/ etc., keep young children out of the kitchen and under supervision; do not block or park in front of the fire department doors, etc.).

THANK YOU!

The Renter has read and agrees to abide by the above-listed rental rules and will be held responsible for any damage to the property as a result of the rental.

Signature