

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 follow 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 or ceilings.
- **TABLES AND CHAIRS MUST REMAIN IN THE BUILDING.**
- All dishes , utensils, must be cleaned and returned to their storage areas.
- All kitchen counters must be cleaned (including any food spills in the refrigerator).
- Floor must be SWEPT.
- Tables and Chairs are to be placed back in the storage 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.

Renter agrees to abide by these rules:

Signature