

Potter Township Rules for Hall Rental

- If oven is used, please, check that all knobs are in the **OFF** position and oven is empty when leaving.
- Absolutely no alcoholic beverages are allowed unless the renter has signed the lease agreement.
- No animals or pets are permitted, except for guide dogs.
- There is to be no disturbance or annoyance of neighbors by loud noises or any other actions.
- No marring of walls, ceilings, floors and woodwork by tape, tack, nails or screws.
- Please place all garbage **in** the dumpsters behind the building.
- Park only in designated parking areas. Do not park in front of the garages.
- All tables and chairs must be put back in the racks. (If there is a party the day after yours please ask the Township secretary if it is all right to leave them up for the next party.)
- Please clean ALL tape and paper from the tables before putting them back.
- Please check to see that no water is left running in the restrooms and kitchen.
- Please check to see all lights are out, fans are off and all doors are locked before leaving.
- If using the pavilion or park area, please police the area of all litter and place it in the dumpsters. Do not throw the rubber mulch into the grass.
- Please wipe down the stainless steel in the kitchen with non-soapy cloths; soap leaves a film.
- DO NOT open any windows anywhere in the building.
- DO NOT change the setting of the air conditioning. It has been set at a comfortable temperature. If it is an extremely warm day, even when the air conditioning is on, the building does heat up. Turn on the ceiling fans to help move the cooled air down faster.

HOW DO I TURN ON THE CEILING FANS?

Go to the box on the wall beside the kitchen counter. It lifts over to the left to reveal a circuit breaker box. Circuits 4, 13, and 14 control the fans. Flip these switches to turn on the fans. If you need to adjust the speed of the fans, you must reach the little pull chains on each fan. They do have different speeds. The one fan in the back corner does not work. Please do not leave the fans on unless someone is in the building. (Turn them off when you leave to go home.)

If there is any further assistance needed, please call me at 724-495-7279. Have a fun time!