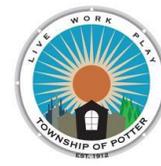




Potter Township Rules for Hall Rental



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/service dogs.

There is to be no disturbance or annoyance of neighbors by loud noises or any other actions.

Do not use tape, tacks, nails or screws on walls, ceilings, floors or woodwork.

Do not tie or fasten anything to the ceiling fans.

Limit the use of appliances that are plugged in at the same time. No more than one roaster OR three crock pots at the same time (and with no other appliances plugged in).

Please place all garbage in the dumpsters behind the building and place new garbage bags in the cans.

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. Also, make sure to leave a walkway to the furnace.

(If there is a party the day after yours, please ask the Twp. 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 (entrance, kitchen, and hall) are locked before leaving. Make sure inner entrance doors are latched in the *down* position if *both* were opened.

If using the pavilion or park area, please place bags in the garbage cans before using them. Police the area of all litter and place it in the dumpsters. Do not throw the rubber mulch into the grass. Also, make sure to turn OFF the pavilion lights.

Please wipe down the stainless steel in the kitchen with non-soapy cloths, soap leaves a film.

If you have to open the windows, please make sure they are closed and locked before you leave.

Return the thermostat to its **original temperature setting** before you leave (76°F in the summer and 68°F in the winter). You may adjust the thermostat and use the fans to control the temperature, but make sure to return the thermostat to the temperature it was set at when you arrived.

Wi-fi Information: Username: PotterGuest Password: Potter\$514

HOW DO I TURN ON THE CEILING FANS?

There are 6 knobs on the wall near the breaker box to turn on and regulate the speed of the ceiling fans.

Please turn the fans off when you are done with the building.

If there is any further assistance needed, please call me (Linda McCoy, Secretary Treasurer) at 724-630-3773.

Have a fun time!



Potter Township Hall Rental Closing Checklist



Item/Task	Completion of Item/Task
All knobs on the oven are in OFF position	
Oven is empty	
All tape, paper, etc. are removed from tables	
All garbage is placed in the dumpsters	
New garbage bags are placed in the garbage cans	
ALL tables are put back on the rack	
ALL chairs are put back on the racks	
Make sure there is a <u>path</u> to the furnace between the tables & chairs	
<i>Hall, kitchen, & <u>bathroom</u></i> floors are swept & wet mopped if needed	
No water is running in kitchen and/or <u>bathrooms</u>	
All personal belongings are removed from the building	
If used, the pavilion and park are cleaned of litter	
Pavilion lights are turned OFF	
Thermostat is returned to original setting (76°F in the summer and 68°F in the winter)	
All fans are turned OFF	
All building lights are turned OFF	
All windows are CLOSED and LOCKED.	
Kitchen door is locked	
Hall door is locked	
Entry door is locked	
*If you opened both of the inner double doors, make sure the left door (looking from the outside) is latched in the <i>down</i> position.	

If any further assistance is needed, please call me (Linda McCoy, Secretary Treasurer) at 724-630-3773.

We hope you had a fun time!