

TOWN HALL RENTAL

RULES & REGULATIONS

CAPACITY NOT TO EXCEED 99

1. **NO SMOKING INSIDE**-OUTSIDE ONLY
Please use sand containers outside by doors for cigarette butts.
2. Any damage exceeding security deposit, the renter will be held responsible.
3. **DO NOT** place containers on window sills.
4. Sweep & mop hall, kitchen & bathroom floors.
5. Chairs, tables, stove, refrigerator & countertops wiped clean, also oven if used.
6. **DO NOT** place anything on tables that could cause scratching. (Protect tops)
7. Make sure all lights & water are turned off.
8. If heat is used, turn **DOWN TO 55 DEGREES.**
9. Take home all garbage from kitchen & bathrooms.
10. Close all windows and lock all doors.
11. Pickup all litter from outside, including cigarette butts from the ground.
12. Bring your own dish cloths, paper towels & etc.
13. Take all left over food home. Check refrigerator.

14. **NO ONE** under 21 years old shall be served alcoholic beverages.
15. Shake out dust mop outside before placing in cabinet.
16. **DO NOT** place wet mop in cabinet, leave outside in front entrance.
17. **DO NOT** take tables or chairs outside.
18. **DO NOT** hang any decorations from the ceiling or walls.
19. **UNPLUG** refrigerator when leaving.

**THANK YOU FOR YOUR COOPERATION
THE BEVENT TOWN BOARD**