

## Village Hall Rental Responsibilities

1. You will be allowed to access the hall from **8am-8pm** the DAY OF YOUR BOOKING only. You are not allowed to decorate the day or night before.
2. You must clean up the day of your booking-someone else likely will have the hall the next day.
3. No tape is allowed on the walls or plaques in the Village Hall.
4. Village Hall must be swept and mopped after event.
5. Trash must be taken out and the bag replaced. Dumpster is in the back parking lot behind the Police sub-station. **Renter is responsible for bringing replacement trash bag(s).**
6. Tables must be taken down and put back where they were stored. Small tables are stored in closet. Large tables are stored against wall in the room.
7. Chairs must be taken down and put back into the closet.
8. Village Hall lights must be turned off.
9. The door to Village Hall must be locked before exiting the building.
10. Please do not drag tables along the floor.

**If key is not returned by the following Tuesday by 12:00 pm, you will lose your deposit.**

**Not following the above responsibilities could lead to forfeiture of deposit.**

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Signature of Responsible Party

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Date