

## Village Hall Rental Responsibilities

1. **The \$100 Rental Fee and the \$100 Deposit Fee are two separate payments.**
2. You will be allowed to access the hall from **9am-6pm** the **DAY OF YOUR BOOKING** only. **You are not allowed to decorate the day or night before.**
3. You must clean up **THE DAY OF YOUR BOOKING**-someone else likely will have the hall the next day.
4. You are **NOT ALLOWED to use the hall for business purposes** or for any event that you are charging money or selling items.
5. No candles allowed-other than birthday candles.
6. No tape is allowed on the walls or plaques in the Village Hall.
7. Village Hall must be swept and mopped after event.
8. 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).**
9. 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.
10. Chairs must be taken down and put back into the closet.
11. Village Hall lights must be turned off.
12. The door to Village Hall must be locked before exiting the building.
13. Please do not sit on tables or drag tables along the floor.
14. Please do not put trash in the pink trash can outside in the hall. It is for cans only.  
Thanks!!!!

**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.**

\_\_\_\_\_ Signature of Responsible Party

\_\_\_\_\_ Date