

04/14/2020

TOWN HALL CLEANING

1. CLOSING TIME IS 2:00 A.M.
2. FLOORS MUST BE SWEEPED. This includes kitchen area, bathroom and reception area floors.
3. TABLES AND CHAIRS MUST BE CLEANED AND STORED ON THE APPROPRIATE RACKS.

NO MORE THAN HALF OF THE TABLES SHOULD BE PUT ON ONE RACK. THE WEIGHT DESTROYS THE ROLLERS ON THE RACKS AND THEN LEAVES MARKS ON THE FLOOR.

4. TRASH MUST BE REMOVED FROM THE BUILDING AND TAKEN TO THE OUTSIDE DUMPSTER. (Located behind Town Hall) Please empty trash cans from restrooms into the large trash bags.
5. ALL COOKING APPLIANCES MUST BE CLEANED AFTER USE.
6. BEFORE LEAVING BUILDING, PLEASE FLUSH ALL TOILETS AND CLOSE AND LOCK WINDOWS AND DOORS.
7. ALL LIGHTS CAN BE TURNED ON AND OFF BY THE LIGHT SWITCHES BEHIND THE CURTAINS ON THE SOUTHWEST CORNER OF THE GYM. **PLEASE DO NOT OPEN OR FLIP BREAKERS IN THE BREAKER BOX.**

WE ARE PLEASED TO BE ABLE TO OFFER YOU THE USE OF OUR FACILITIES. PLEASE LEAVE THESE FACILITIES IN THE SAME CONDITION YOU FOUND THEM. IF OUR JANITOR INFORMS US THAT THE ABOVE HAS NOT BEEN DONE, YOU WILL LOSE YOUR DEPOSIT.

VILLAGE OF EDGERTON 419-298-2912