

Woodhull Township Rules for Hall Use

- Alcoholic beverages are not permitted on the premises. All violators will be prosecuted.
- Smoking is not permitted in the building. All cigarette butts must be cleaned up outside the building.
- Animals are not allowed in the building. Only animals described by the ADA as a service animal will be allowed and must be kept on a leash.
- Tape or other adhesives are not to be used on the walls or trim. Please only use the bulletin boards and push pins for decorating.
- Nails, pins, staples or thumbtacks are not to be used on the walls or trim. Do not attach anything to the ceiling fans.
- Please only use ladders to stand on when decorating. For your safety do not stand or climb on the tables or chairs.
- Each individual or organization must provide their own coffee, sugar, sugar substitutes, creamer and paper products.

Woodhull Township Hall Rental Checklist

Hall must be cleaned immediately after rental and completed before midnight the same evening. Please use this checklist to make sure that all tasks are completed before turning in your key,

- ✓ All dishes, silverware and coffee pots are to be washed and returned to their proper places.
- ✓ Countertops, tabletops and chairs need to be wiped down and all tape removed from them.
- ✓ Chairs need to be returned to the rack and tables need to be returned to the closet. The half round table and one long table on each end to be returned to the southwest wall (by the flags). Four additional long tables can be placed along the north walls.
- ✓ All floors (including restrooms) should be swept and spots mopped up using cold water and no chemicals.
- ✓ Return the thermostat to its correct setting:
Winter: Heat is turned down to 60 degrees.
Summer: Heat is turned up to 80 degrees.
- ✓ Make sure all small electric appliances are unplugged i.e. coffee pots and crock pots.
- ✓ Remove all food (from your event) from the refrigerator and wipe it out.
- ✓ Check to make sure the oven is turned off and wiped down.
- ✓ All used dish cloths and used towels can be left on the counter for the custodian.
- ✓ Check the bathroom to make sure all paper is picked up, faucets are shut off, and toilets are not running. Please wipe up any messes.
- ✓ Make sure all ceiling fans are turned off.
- ✓ Make sure that all windows are closed and secured.
- ✓ Make sure you have taken all your decorations and food to your vehicle before locking up.
- ✓ Make sure all the exterior doors (front and back) are locked.
- ✓ All trash should be bagged and thrown into the dumpster on the west side of the building.
- ✓ After completing this checklist the key may be deposited in the after hours mail slot located by the township office door.