

BACKUS TOWNSHIP HALL RULES

**\$50.00 Cleaning Fee, returned if hall cleaned and organized in original condition!!

(Take a photo on cell phone for reference)

\$25.00 NON-REFUNDABLE FEE

NO SMOKING OR ALCOHOL ON PREMISES

ANY TABLES OR CHAIRS USED UPSTAIRS FROM BASEMENT NEED TO BE RETURNED
TO BASEMENT INT _____

PUT TABLES AND CHAIRS BACK IN ORDER UPSTAIRS INT _____

SWEEP AND VACUUM (MOP IF NEEDED) RUGS AND STAIRS
INT _____

EMPTY GARBAGE AND PLACE IN DUMPSTER AT CURB INT _____

HEAT SET BACK TO 55/IF USING AIR IN SUMMER TURN OFF
INT _____

MAKE SURE OVEN IS TURNED OFF IF USED INT _____

COFFEE POT TURNED OFF AND CLEANED INT _____

DISHES/SILVERWARE IF USED TO BE WASHED AND PUT AWAY
INT _____

CHECK TOILETS, DOOR SHUT (LOCKED), AND LIGHTS OUT!!
INT _____

IF USING HOT WATER IN KITCHEN SINK IN BASEMENT SHUT OFF IN FUSE BOX
INT _____

IF USING KITCHEN REFRIGERATOR, UNPLUG AFTER USE

INT _____

RETURN CHECKLIST WHEN RETURNING KEY TO TWP OFFICIAL IMMEDIATELY AFTER USE OF HALL. 2 PEOPLE MUST INITIAL THIS FORM. ANY OF THESE RULES NOT FOLLOWED MAY STOP USE OF THE TWP HALL FROM THOSE INVOLVED.

BACKUS TOWNSHIP REVISED RULES ON 5/6/2024.

DATE OF USE: _____

SIGNATURE OF RENTER: _____