

DAYTON COMMUNITY HALL RENTERS GUIDELINES

BEFORE LEAVING THE BUILDING, BE SURE:

- * Electric Range burners and oven are turned off
- * Lights turned off- main hall, kitchen, bathrooms, front hallway and outside lights
- * In winter be sure no windows have been left open, particularly in the bathrooms
- * Front and side doors are locked

CHECK LIST FOR CLEAN UP:

KITCHEN:

Counters are cleaned (**DO NOT**) scour counter tops with abrasive cleanser-use soft scrub
Dish drainer is emptied and all items used are put back from where they were found
Floor swept. (Pinesol may be used to mop the kitchen floor)

Garbage placed in outhouse. **Hall key opens the outbuilding behind the hall**

NOTE: No liquids in garbage bags, No grease down kitchen drains.

In general, leave this kitchen neat and orderly

Hang wet dishtowels, dishcloths on the sink

BATHROOMS:

- * Clean floor and sink, put garbage in outbuilding behind the hall
- * In winter leave doors open

MAIN HALL:

- * Sweep floors, mop hall floor if **ANYTHING IS SPILLED OR DIRTY**. (if you mop the hardwood floor, use vinegar water (**ONLY**) to mop (**1 PART VINEGAR TO 4 PARTS WATER**)!!!
- * Put garbage in outbuilding behind the hall
- * Put tables and chairs away neatly in the front, south storeroom

SWAMP COOLERS: (Summer ONLY)

- * Located along South Wall - turn on
- * Opposite windows of swamp coolers(along North Wall) **MUST BE OPENED** to circulate air.

Table & Chair Inventory:

Tables (folding) 5'X27" = 4

" " 6'X30" = 23

" " 8'X30" = 2

" " 4'X 20" = 1

Card Tables (folding) 32"x32" = 8

Non-Folding Serving Table 93X31 = 1

Chairs (folding) = 205

THANK YOU !!!

WE HOPE HAVE ENJOYED THE USE OF THE DAYTON COMMUNITY HALL

DAYTON SCHOOL BENEFIT CLUB