



West Plainfield Fire Protection District
24901 County Road 95, Davis, CA 95616 (530) 756-0212

STANDING COMMITTEE – LILLARD HALL – AGENDA
August 18, 2026, at 10:00 AM

Location: Fire Station
24901 County Road 95
Davis, CA 95616

1. Call the Meeting to Order (Chair Roos)
2. Public Comment
(NOTE: public comment in this section is restricted to items not otherwise on the Agenda; per the Ralph M. Brown Act, Committee members may briefly respond to statements made or questions posed during this section of the Agenda, but may not take action on such items other than to direct the Board Clerk to put the item on a future Committee or Board Meeting Agenda, as appropriate.)
3. Discussion / Action – Revisions to *Lillard Hall Use/Rental Policies* (all)
4. Discussion / Action – Propane Use / Cost Sharing (Chief Stiles)
5. Discussion / Action – Bill Pay
6. Discussion / Action – Maintenance (Chair Roos and Staff)
7. Open Forum – Other Hall Business (Chair Roos)
8. Calendar (Chair Roos)
 - a. The Next Lillard Hall Committee Meeting to be Determined
9. Adjourn Meeting (Chair Roos)

LILLARD HALL USE/RENTAL POLICIES

Applicant Name _____ Event Date _____

INTRODUCTION

Lillard Hall is managed by the person or persons designated by the West Plainfield Fire Protection District ("WPFPD") to manage Lillard Hall operations. All references herein to the "Hall Manager" shall refer to any such person or persons.

Public parking is limited to the gravel area south and west of the Lillard Hall building and includes handicapped parking (the "public parking area") and public parking on the concrete to the west, or in front, of the fire station house is not permitted under any circumstances.

As used herein "premises" or "Lillard Hall" refers to the Hall building, the area east of the Hall building, the lawn south of the Hall building, and the parking area reserved for Hall use. "WPFPD grounds" refers to all other areas, buildings, and equipment. **WPFPD grounds are strictly off-limits.**

APPLICATION PROCESS / APPROVAL

A calendar of Lillard Hall availability is available online. Once the applicant has determined if Lillard Hall is available for rent on the desired event date, the applicant shall complete and return the following documents to lillardhallrentals@westplainfieldfire.gov:

Lillard Hall Rental Application
Lillard Hall Use/Rental Policies

Application review will not occur unless both documents are fully completed and received by the Hall Manager.

Prior to providing the application packet, the potential applicant may schedule a site visit. **NOTE:** We apologize if at the time of your scheduled appointment the Hall Manager is unavailable as timing for requests for emergency services are, by nature, unpredictable. Some requests for emergency services are completed fairly quickly, so you may wait if you would like to do so.

Once your application has been approved, you will need to provide the rental fee, security deposit, proof of insurance coverage, and any other required documentation within the timelines set forth below at *Use and Rental Conditions*.

All applicants are required to meet with the Hall Manager to complete the *Lillard Hall Rental Checklist (Pre-Event Walk Through)* document.

The applicant should consult with the Hall Manager to determine if Lillard Hall is available for rental. The applicant can also arrange to preview the facilities for suitability and limitations.

If Lillard Hall is available, an "Application for the Use of Lillard Hall" must then be completed and presented to the Hall Manager. The Hall Manager shall review the application and approve or deny it as outlined below.

The application shall be approved by the Hall Manager. At the Hall Manager's discretion, the Hall Manager may request that a Board member approve the application.

LILLARD HALL USE/RENTAL POLICIES

RENTAL FEE AND SECURITY DEPOSIT

	<u>Rental Fee</u>	<u>Security Deposit</u>
Personal Function - WPPFD Personnel	\$50.00 per hour	\$800.00
Personal Function - WPPFD Resident	\$50.00 per hour	\$800.00
Meeting and Class	\$50.00 per 2-hour block *	\$200.00 **
Other Function – Duration 1-2 hours	\$125.00 per hour	\$1,500.00
Other Function – Duration 3-8 hours	\$120.00 per hour	\$1,500.00
Other Function – Over 8 hours (Daily)	\$960.00	\$1,500.00

* Community groups meeting for any purpose which benefits the District may apply for an exemption to the meeting rental fee and security deposit. Any such exemption shall be approved by the Hall manager and a Lillard Hall committee member.

** A non-profit meeting may request a waiver on the deposit. Any such waiver shall be approved by the Hall Manager, at the Hall Manager's sole discretion.

The security deposit must be made no later than 7 days after application approval. The rental fee must be paid no later than 21 days prior to the event, or upon approval of the Application if the event date is within 21 days. If the event is within 21 days of approval, the Hall Manager may require that the security deposit and rental fee payment be made by money order or cash.

If payment is made by check, money order or cashier's check (check), two checks shall be presented to the Hall Manager: one for the rental fee and the other for the security deposit. **Checks shall be made payable to WPPFD.**

USE AND RENTAL CONDITIONS

Following are the conditions for the use/rental of Lillard Hall, ~~the surrounding lawns, and the public parking area:~~

1. The applicant must be at least 18 years of age.
2. If alcohol is to be served at the event the applicant must:
 - a. be at least 21 years of age and able to show current and valid identification upon request;
 - b. either (i) hire a licensed bartender or (ii) require that the applicant (or a designee of the applicant, who must be at least 21 years of age) remain on the premises for the duration of the event; the applicant (or designee) must complete, and provide proof of completion of, the California Alcohol and Beverage Control Board *California Responsible Beverage Service (RBS) Certification Course*; and
 - c. during the event, the applicant (or designee) will be responsible for cutting off alcohol service as necessary; and
 - d. contract for and provide, from Lillard Hall's preferred list (see Contract Addendum), two uniformed security guards ~~from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services~~ and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall Manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days.; and

LILLARD HALL USE/RENTAL POLICIES

- e. no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days, the applicant must provide (i) ~~proof of RBS course completion or a~~ copy of the bartender's license or proof of RBS course completion and (ii) a copy of the paid security firm contract to the Hall Manager.

NOTE: Security guards must remain on-site for the duration of the event. Security guards must also check-in with on-duty fire personnel upon arrival.

3. The applicant must obtain liability insurance listing "West Plainfield Fire Protection District" as an additional insured for the use of ~~the venue Lillard Hall~~ in the minimum amount of \$1,500,000.00 against property damage, personal injury, and wrongful death (Event Insurance). Additional Event Insurance will be required if Bouncy Houses/Carnival Rides are present at the event or if alcohol will be served. The applicant must provide proof of appropriate Event Insurance no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days.
4. If the event will have a live band, DJ or music, the applicant must hire two uniformed security guards as outlined at Section 2.d. above (only two uniformed security guards are required at an event requiring security guards) from a security company licensed by the California Department of Consumer Affairs, Bureau of Security and Investigative Services and provide a copy of the paid contract with the security firm (which contract shall include the company's state license number) to the Hall Manager no later than 14 days prior to the event, or upon approval of the Application if the event date is within 14 days. **Security guards must remain on-site for the duration of the event. Security guards must also check-in with on-duty fire personnel upon arrival.**
5. If the applicant is neither a resident of WPPFD nor District personnel, at the discretion of the Hall Manager the Hall Manager may require that the applicant appear before the Board of Commissioners (Board) for approval. NOTE: The Board meets monthly, typically on the 3rd Tuesday.
6. "Sub-leasing" of Lillard Hall is not allowed.
7. The applicant must attend, and personally supervise, the entire event and shall meet all conditions outlined herein as appropriate to the event. The Hall Manager must be able to reach the applicant by phone (text or voice) at all times during the event.
8. The maximum permitted size of any group is 150.
9. The Hall may be reserved from 10:00 am to 11:00 pm. The reservation period includes setup through cleanup of the premises.
10. Events must end by 10:00 pm and the premises must be cleaned, ~~inspected,~~ and vacated by 11:00 pm. All applicants must secure and lock all windows and doors and turn off the lights, heater, or air conditioner prior to vacating the premises. The surrounding WPPFD grounds shall be inspected for litter that originated from the event and such items shall also be cleaned up.
11. No weapons of any kind are allowed on the premises or anywhere on WPPFD grounds.
12. All alcoholic beverages must remain inside Lillard Hall. No glass beverage containers will be permitted in Lillard Hall or on WPPFD grounds.
13. Live bands, DJs and music must cease no later than 10:00 pm. While music is playing all doors and windows must be closed.

LILLARD HALL USE/RENTAL POLICIES

14. At no time shall any of the building exits and door/panic hardware (push bars) be obstructed by decorations, chairs, tables, or any other item in any manner whatsoever.
15. All drapery and decorations must be inherently flame retardant or treated with State Fire Marshall approved fire retardant chemicals. The use of straw, hay and similar materials is not permitted.
16. The use of nails, screws, tacks, staples, etc. is prohibited. Cellophane tape may be used to secure decorative materials to walls and tables only and all tape must be removed after the function. Tape is not to be applied to any painted surface. ~~The use of straw, hay and similar materials is not permitted.~~
- ~~17. All WPFPD equipment and buildings are off limits, except Lillard Hall, the gravel parking area south of the fire station, and the handicap parking area.~~
- ~~18. Parking on the concrete to the west, or in front, of the fire station house is not permitted under any circumstances; event parking is permitted only on the gravel area south of the fire station and in the handicap parking area.~~
- ~~19.~~17. Activities that violate federal, state or local laws, codes, standards, or regulations are not permitted.
- ~~20.~~18. The WPFPD reserves the right to cancel or suspend any event for just cause, including, but not limited to the consumption of alcoholic beverages by minors, disorderly conduct, vandalism, destruction of property or the violation of any conditions contained in this Agreement. **If WPFPD cancels or suspends the event, all fees and deposits are forfeited.**
- ~~21.~~19. The WPFPD specifically reserves the right to seek recovery from the applicant for any damages to the premises, facilities, fixtures, or furnishings.
- ~~22.~~20. The applicant is responsible for any damage caused during the event.
- ~~23.~~21. The WPFPD is not responsible for damage or loss of property, nor for claims arising from personal injury to, or death of, any guest of the applicant or the actions of any guest of the applicant.
- ~~24.~~22. Applicant agrees to respect and follow direction from all WPFPD staff.
- ~~25.~~23. Applicant agrees to indemnify and hold harmless the WPFPD, its officers, agents and employees from and against all loss or expense, including costs and attorney fees, by reason of liability imposed upon the WPFPD, including, but not limited to: bodily injury or death, damages to property, including loss of use thereof, arising out of or in consequence of the performance of the Agreement and these conditions, providing such injury or death to persons or damage to property is due or claimed to be due to the acts or omissions of the WPFPD, its officers, employees or agents.
- ~~26.~~24. Instructions for key access shall be ~~Keys to Lillard Hall will be supplied~~ provided to the applicant ~~as arranged by the Hall Manager.~~
- ~~27.~~25. The Hall Manager and one member of the Board may modify the Lillard Hall use/rental policies in specific instances as they deem appropriate.

RETURN OF RENTAL FEE AND/OR SECURITY DEPOSIT

The applicant shall notify the Hall Manager of any cancellation as soon as possible. To receive a refund of the rental fee, the applicant must notify the Hall Manager of the cancellation at least 12 days prior to the

LILLARD HALL USE/RENTAL POLICIES

scheduled event.

To receive a full refund of the security deposit, all conditions listed on the *Lillard Hall Rental Checklist (Post-Event Walk Through)* document shall be satisfactorily completed (see below at *Damage and Cleaning; Use of Security Deposit to Make Corrections*).

~~If the application states that alcohol will not be served and alcohol is found on the premises, and is determined to be associated with the event or anyone attending the event, the event will be immediately terminated and neither the security deposit will be returned to the applicant.~~

FORFEITURE OF RENTAL FEE AND/OR RENTAL SECURITY DEPOSIT

The following actions can result in full or partial loss of the rental fee and/or security deposit, as follows:

1. If the application states that alcohol will not be served and alcohol is found on the premises or on WPPFD grounds, and it is determined to be associated with the event or anyone attending the event, the event will be immediately terminated and neither the security deposit nor the rental fee will be returned to the applicant.
2. If weapons of any kind are found on the premises or on WPPFD grounds, the event will be immediately terminated and neither the security deposit nor the rental fee will be returned to the applicant.
- 4.3. Lillard Hall premises and WPPFD grounds must be cleaned, ~~inspected~~, and vacated by 11:00 pm on the date of the event. Failure to comply WILL result in forfeiture of 100% of the security deposit.
- 2.4. Live bands, DJs and music must cease no later than 10:00 pm. Failure to comply MAY result in forfeiture of 100% of the security deposit, at the discretion of the Hall Manager.
- 3.5. While music is playing all doors and windows must be closed. Failure to comply MAY result in the following forfeitures of the security deposit, at the discretion of the Hall Manager, as follows:
 - a. Sound level below 85 decibels (measured at the frontage of the property) subject to 25% forfeiture of security deposit; and
 - b. Sound level above 85% decibels (measured at the frontage of the property) subject to 50% forfeiture of security deposit.

DAMAGE AND CLEANING; USE OF SECURITY DEPOSIT TO MAKE CORRECTIONS

Prior to the start of the event, the Hall Manager and applicant will inspect the premises and complete the *Lillard Hall Rental Checklist (Pre-Event Walk Through)* document.

~~After each event and prior to the applicant vacating the premises, the Hall Manager will inspect the premises. As noted above, The the entire security deposit will be refunded to the applicant if all conditions listed on the *Lillard Hall Rental Checklist (Post-Event Walk Through)* document have been satisfactorily completed only if the Hall Manager determines the following conditions have been met:.~~

- ~~1. All debris has been deposited in the dumpster located in the parking area south of Lillard Hall and the lids are closed tightly.~~
- ~~2. All exterior grounds and parking lot were thoroughly cleaned of debris immediately following~~

LILLARD HALL USE/RENTAL POLICIES

~~termination of the event.~~

- ~~3. All decorations and materials used to affix the decorations have been properly removed.~~
- ~~4. All chairs and tables have been cleaned and properly restored.~~
- ~~5. The floors have been swept clean and wet mopped.~~
- ~~6. The bathrooms (including the sinks, toilets, and floors) have been cleaned.~~
- ~~7. The kitchen sinks, counters, refrigerator, range, grill, and floor have been cleaned.~~

The Hall Manager shall notify the applicant of any deficiencies and may allow the applicant to correct the deficiencies. If the applicant satisfactorily corrects the deficiencies, the entire security deposit will be returned. If the applicant fails to correct the deficiencies within a 24-hour period, the Hall Manager shall use the security deposit to correct the deficiencies and any remaining funds shall be returned to the applicant.

Any damage to the premises and/or to WPPFD grounds will be repaired with funds from the security deposit.

~~If the Hall Manager determines that additional cleaning or repairs are required the Security Deposit will be withheld until the cleaning is complete. The cost of the cleaning or repairs will be deducted from the deposit and the balance returned to the applicant.~~

If the cost to bring the premises or WPPFD grounds back to their original condition exceeds the deposit amount, the applicant will be billed the excess charges. Additionally, the ~~The~~ applicant shall be denied further use of the Hall. If the applicant fails to pay the additional charges the West Plainfield Fire Protection District will take legal action to secure payment.

RIGHT TO CANCEL OR SUSPEND AN EVENT, IMPOSE ADDITIONAL PENALTIES

THE WPPFD RESERVES THE RIGHT TO CANCEL OR SUSPEND ANY EVENT FOR JUST CAUSE, INCLUDING, BUT NOT LIMITED TO: THE CONSUMPTION OF ALCOHOLIC BEVERAGES BY MINORS, DISORDERLY CONDUCT, VANDALISM, DESTRUCTION OF PROPERTY OR THE VIOLATION OF ANY CONDITIONS CONTAINED IN THIS AGREEMENT.

FAILURE TO MEET ANY OTHER USE AND RENTAL POLICY TERM AND CONDITION MAY RESULT IN FOREFITHURE OF SECURITY DEPOSIT, AT THE DISCRETION OF THE HALL MANAGER.

I, _____, applicant herein, have read and understand the above Lillard Hall Use/Rental Policies.

Signature _____

Date _____

LILLARD HALL USE/RENTAL POLICIES

CONTRACT ADDENDUM Required for all users after June 23, 2021

If alcohol will be served at the event and/or if the event will have a live band, DJ or music, the applicant must contract for and provide two uniformed security guards from this list:

Solid Phase Private Security (www.solidphaseprivatesecurity.com)
Chaudhry (www.chaudhrybodyguard.com)

All users of Lillard Hall will follow any posted rules at the Hall, and the most recent guidelines set by California Department of Public Health (CDPH), the State of California and/or Yolo County. The following websites will provide the most recent guidelines and information.

California Department of Public Health
www.cdph.ca.gov

State of California
www.covid19.ca.gov

Yolo County
www.yolocounty.org

California Alcohol and Beverage Control Board – RBS Course
<https://www.abc.ca.gov/education/rbs/>

Signature _____

Date _____

Lillard Hall Rental Application

(530) 756-0212

Applicant Information *

Name: _____
Address: _____

Phone: _____ (primary) Cell Phone: ☐ Yes ☐ No
_____ (alternate) Cell Phone: ☐ Yes ☐ No

* The Applicant must attend, and personally supervise, the event and shall meet all conditions outlined in the Lillard Hall Use/Rental Policies document (hereinafter "Rental Policies") as appropriate to the event. Fire Department Staff (the "Hall Manager") must be able to reach the Applicant by phone (text or voice) at all times during the event.

Event Information

Date of Event: _____ Group Size: _____ (max 150)
* Hours: _____ Total Hours: _____
Brief Description of Event: _____

Food Service: ☐ Yes ☐ No ** Alcohol Served: ☐ Yes ☐ No
Fee Charged: ☐ Yes ☐ No
If yes, explain: _____

Describe any equipment to be brought in (DJ, band, lighting, bouncy house, etc) **

* Max rental period is 10:00 AM to 11:00 PM, this includes setting up and cleaning up. **Events must end by 10:00 PM and the premises must be cleaned, inspected, and vacated by 11:00 PM.** All applicants must secure and lock all windows and doors and turn off the lights, heater, or air conditioner prior to vacating the premises. See Rental Policies for additional information.

** (a) If the event has alcohol and/or a live band, DJ, or music, the Applicant must provide two uniformed security guards. **Security guards must remain on-site for the duration and must check in with on-duty Fire Department Staff upon arrival and departure.** (b) Additional event Insurance will be required if Bouncy Houses/Carnival Rides will be present at the event or if alcohol will be served. (c) If alcohol will be served, Applicant must either hire a licensed bartender or complete required training. In all cases, the Applicant must obtain liability insurance naming the West Plainfield Fire Protection District as additional insured. See the Rental Policies for additional information on these additional costs.

Lillard Hall Rental Application

Applicant: _____ Event Date: _____
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Fee and Deposit

Check the appropriate box (see above for additional costs that may be associated with this Application/Rental, depending on event particulars):

- ☐ Personal Function - WPPFD Personnel (\$50 per hour; security deposit \$800)
- ☐ Personal Function - WPPFD Resident (\$50 per hour; security deposit \$800)
- ☐ Meeting and Class (\$50 per 2-hour block *; security deposit \$200 **)
- ☐ Other Function - Duration 1-2 hours (\$125 per hour, security deposit \$1,500)
- ☐ Other Function - Duration 3-8 hours (\$120 per hour, security deposit \$1,500)
- ☐ Other Function - Duration Over 8 hours (Daily) (\$960, security deposit \$1,500)

The security deposit must be made no later than 7 days of Application approval. The rental fee must be made no later than 21 days prior to the Event, or upon approval of the Application if the event date is within 21 days. If the Event is within 21 days of approval, Fire Department Staff may require that payment be made by money order, cash, or cashier's check.

If payment is made by check, money order or cashier's check (check), two checks shall be presented to Fire Department Staff: one for the rental fee and the other for the security deposit. **Checks shall be made payable to the West Plainfield Lillard Hall Fund.**

* Community groups meeting for any purpose which benefits the District may apply for an exemption to the meeting rental fee and security deposit.

** A non-profit meeting may request a waiver on the deposit.

Signature

Applicant Signature: _____ Dated: _____

SUBMIT A SIGNED COPY OF THE LILLARD HALL USE/RENTAL POLICIES DOCUMENT; APPLICATIONS SUBMITTED WITHOUT THEM WILL BE RETURNED UNPROCESSED.

Application Approval (see next page)
(Lillard Hall Use Only)

Lillard Hall Rental Application Approval (Lillard Hall Use Only)

PLEASE USE INK AND PRINT

APPLICANT: _____
EVENT DATE: _____

Confirm Event Type

- ☐ Personal Function - WPPFD Personnel (\$50 per hour; security deposit \$800)
- ☐ Personal Function - WPPFD Resident (\$50 per hour; security deposit \$800)
- ☐ Meeting and Class (\$50 per 2-hour block; security deposit \$200)
- ☐ Other Function - Duration 1-2 hours (\$125 per hour, security deposit \$1,500)
- ☐ Other Function - Duration 3-8 hours (\$120 per hour, security deposit \$1,500)
- ☐ Other Function - Duration Over 8 hours (Daily) (\$960, security deposit \$1,500)

Application Approved

By: _____ [print name and title]
On: _____

Security Deposit / Rental Fee Received

(Security deposit due within 7 days of Application approval; rental fee, 21 days; or upon approval of Application if event is within 21 days of approval.)

Security Deposit

- ☐ Amount Due: \$ _____
- ☐ Security Deposit Waived – Reason _____
- Received by _____ on _____

Rental Fee

- ☐ Amount Due: \$ _____
- ☐ Rental Fee Waived – Reason _____
- Received by _____ on _____

Insurance / Security Firm Contract / Alcohol-Service Event-Specific Documentation

- | | |
|--|---|
| Proof of Insurance Provided – Minimum Coverage: | ☐ Yes ☐ No ☐ N/A |
| Proof of Insurance Provided – Additional Coverage(s): | ☐ Yes ☐ No ☐ N/A |
| Proof of Security Firm(s) Contract Provided: | ☐ Yes ☐ No ☐ N/A |
| Proof of Licensed Bartender Hire OR | ☐ Yes ☐ No ☐ N/A |
| Proof of proof of completion of the California Alcohol
and Beverage Control Board <i>California Responsible Beverage
Service (RBS) Certification Course</i> | ☐ Yes ☐ No ☐ N/A |

After Event

After-Event Inspection by: _____
Conditions Noted During After-Event Inspection: _____

Security Deposit Amount Returned: \$ _____

Security Deposit Returned by _____ on _____

Lillard Hall Rental Checklist (Pre-Event Walk Through)

INFORMATION AND INSTRUCTIONS

Completed with _____ by _____

Initial

_____ The Applicant must attend, and personally supervise, the event; Fire Department Staff must be able to reach the Applicant by phone (text or voice) at all times during the event.

_____ Max rental period is 10:00 AM to 11:00 PM, this includes set up and clean up.

_____ Event must end by 10:00 PM.

_____ MUSIC MUST STOP AT 10:00 PM.

_____ The premises (Hall, parking lot, and surrounding areas) must be cleaned, inspected, and vacated by 11:00 PM.

_____ If the event has alcohol and/or a live band, DJ, or music, the Security Guards must remain on-site for the duration and must check in with on-duty Fire Department Staff upon arrival and departure.

_____ You must provide your own garbage liners: 45 gallon for the large cans and tall kitchen bags for the restrooms.

_____ Light switch location noted: Main door on west side of building.

_____ Proper use of the heater/air conditioner controls demonstrated; instruction and demonstration provided regarding electrical panel switches.

_____ Instructions and code for accessing and returning the Hall, kitchen roll-up door, and dumpster keys provided.

_____ Only toilet paper can be flushed. All other trash (paper towels/feminine hygiene products, etc.) must be placed in the garbage cans.

_____ All coffee grounds and grease must be placed in the trash. NOT IN ANY SINK.

_____ The Fire Station, all its buildings and equipment (including the paved parking area in front of the roll-up doors, the fenced area south of the Hall with the storage containers, and the paved area to the north of the Fire Station) is not to be used at any time, nor shall persons or vehicles pass through those areas.

_____ No vehicles on or near the lawns.

_____ Note any existing damage or problems with the building or grounds below.

Lillard Hall Rental Checklist (Post-Event Walk Through)

ITEMS SATISFACTORILY COMPLETED ARE INITIALED BY FIRE DEPARTMENT STAFF

Completed with _____ by _____

Initial

_____ Check outside the building and pick up any trash including balloons, bottles, cans, paper, food or decorations that may have been left by your guests and place them in the dumpster located west of the Hall. If the dumpster fills up you must take the rest of your trash home for disposal. The dumpster lid must close tightly.

_____ Remove all trash / garbage from the Hall (kitchen, bathrooms, entry way) and place it in the dumpster located west of the Hall. If the dumpster fills up you must take the rest of your trash home for disposal. The dumpster lid must close tightly.

_____ Remove all items from the refrigerator(s) / freezer(s).

_____ Turn off all heating and air units (x3).

_____ Neatly stack all chairs and tables on racks and place them back in their original location.

_____ Clean kitchen counter and tabletops and the sinks.

_____ Remove ALL scotch tape used to apply decorations. Staples are NOT to be used to secure decorations.

_____ Clean bathroom floors, sinks, and toilets.

_____ Floors must be swept and mopped with plain water (main hall, bathrooms and kitchen). Remove chewing gum from floors.

_____ Turn off all lights.

_____ Return the electrical box switch to its original position.

_____ Close and lock all windows.

_____ Close and lock all doors except the main door; if Fire Department Staff are not available for post-event walkthrough, then ensure all doors are closed and locked and all heating and air units are turned off.

_____ Hall keys properly returned to lock box.

We appreciate your assistance in keeping our Hall clean and looking its best.

Signed (Renter)

Signed (Fire Department Staff / Other)

Dated: _____

Dated: _____

[print name above]

[print name above]