

Policy 109-A

**COMINS TOWNSHIP HALL
RENTAL MAINTENANCE CHECK LIST**

DO NOT LEAVE TABLES BROKE DOWN

FRONT ROOM

Please vacuum the floors. If something is spilled on the carpet, use cool water to soak the spill. A pail and sponge are in the kitchen. **DO NOT RUB THE STAIN INTO THE CARPET**, just sponge it and keep it wet.

FRONT HALL

NO TAPE OR THUMB TACKS ARE TO BE USED IN THE CEILING OR ON THE LIGHT FIXTURES.

KITCHEN

Sweep floor, close both doors leading into front room. Close all service windows.
LEAVE HEAT AT 60*AT ALL TIMES

TOWELS

You must furnish your own kitchen towels.

PAPERS & GARBAGE

Please remove all trash from the premises. **DO NOT LEAVE ANY GARBAGE.**

BATHROOM

Leave doors open. Make sure windows are closed and garbage is emptied.

WINDOWS & DOORS

Close all windows. Lock all entry doors.

UTENSILS & DISHES

DO NOT REMOVE FROM HALL. Bring your own containers for taking leftovers home.

TABLES & CHAIRS

PLEASE DO NOT SLIDE TABLES ACROSS THE CARPETING. Tables are to be left up. Chairs are to be put on racks provided.

NOTICE: IF STAINS ARE LEFT UNTREATED YOU WILL BE RESPONSIBLE FOR THE COST OF A PROFESSIONAL CARPET CLEANER TO CLEAN THE CARPET.

**THANK YOU FOR YOUR COOPERATION
COMINS TOWNSHIP BOARD
CAPACITY LIMIT - SET BY THE STATE OF MICHIGAN IS – 200**

Effective: May 25, 2004 T. Chica/E. Handrich

Revised: January 28, 2020 K. Wangbichler/A. Handrich