

Memorial Hall Rental Rules

To Ensure You Receive Your Deposit, Please Adhere To The Memorial Hall Rules & Final Cleaning Check List.

Cleaning supply closet is located on the south wall, top floor. (Brooms, mops, shop-vac)

- **Floors must be mopped** with a dry and/or wet mop using WATER ONLY NO CHEMICALS! There is a spray bottle of floor cleaner located by the mops that may be used on spills or spots on the floor **Make certain to mop bathroom and kitchen areas as well as the main floor.**
- Use the shop-vac to vacuum the entry rugs. The shop-vac is located in the broom closet.
- All items of waste must be placed in garbage bags or boxed for removal, and put in dumpster located on east side of the building.

All doors and windows MUST be closed and locked. DO NOT PROP OPEN DOORS.

- All lights and water must be turned off. (Please check stools in restrooms to make sure that they are NOT running.)
- There will be no wire, tape, cord, strings, gum, or glue allowed on the ceiling fans or lights. This includes the mirror light in the center of the hall. **NO TAPE ON THE FLOOR. NO GLITTER/PUNCH OUTS USED AS DECORATIONS.**
- Keys must be picked up at City hall and returned there to receive your deposit refund.
- All tables are to be washed and placed along the edge of the hall. Please dry table tops before stacking. Chairs are to be placed back on the racks. **PLEASE DO NOT PUSH OR DRAG TABLES OR CHAIRS ACROSS THE FLOOR.**
- Please have all of your items removed and the hall cleaned by 9 AM the next day **UNLESS** the hall is rented. Then it needs to be cleaned that night.
- If you decorate with helium balloons, make sure that they stay attached and do not get on the ceiling or in the fans. If they get in the fans, shut them off immediately, or you will be billed for the repairs or replacement of the fans.
- If tables or chairs are taken from the upstairs or downstairs, they must be returned to that floor when done.
- Please bring your own dish clothes for wiping tables, etc.
- You are responsible for cleaning the floor you have rented. **IF YOU HAVE THE TOP FLOOR RENTED, IT IS YOUR RESPONSIBILITY THAT THE DOWNSTAIRS IS NOT USED.**
- **NO BEVERAGES ARE ALLOWED ON THE DANCE FLOOR WHILE DANCING**

- NO ALCOHOLIC BEVERAGES MAY BE BROUGHT INTO THE MEMORIAL HALL, A FULL BAR IS PROVIDED UPON REQUEST.
- No keg beer permitted.

LOCATIONS OF HALL LIGHTSIS WITCHES

- Stage (South Wall) - Top 2 sets of switches ONLY turns on Ceiling Fans, and Globe Lights.
 - Air Conditioners - Power is already on, set AC on each individual unit to desired setting.
- Basement Lights - East door, South wall. 5 switches.
- Southwest Basement Exit & Stairs - Right side of door on wall.

Thank you!

Manilla Community Club