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 (if not already provided) 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.

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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)

_____

Dated: _____

_____
[print name above]

Signed (Fire Department Staff / Other)

_____

Dated: _____

_____
[print name above]