



1712 Bob Bea Jan Road  
De Pere, WI 54115  
Phone: (920) 336-2814  
www.townofrockland.org  
Dennis Cashman – Chairman  
Julie Koenig - Clerk

## **Rockland Town Hall Instructions & Cleaning Guidelines**

### Opening Instructions

- 1) Light switches are located immediately to your right as you walk in the entry way.
- 2) The tables and chairs in the town hall must be set up according to the photo set out for you, unless you have been told there is another party the next day.
- 3) The storage/cleaning supply room has additional tables and chairs and all of the cleaning supplies and garbage bags you will need. DO NOT move the stacked chairs in front of the electrical box as this is a fire code violation. Please park them along the furnaces.
- 4) Thermostat- Each thermostat controls one side of the hall. For heat, turn to heat and auto, then set temperature as desired. For air, turn to cool and then auto, then set temperature as desired.
- 5) Use of utensils, dish cloths, cleaning supplies, coffee mugs and pots located in the kitchen are all part of the rental fee. Please make sure everything you use is cleaned and returned to its proper place. Please leave dirty dish cloths in the floor pan in the closet. . Dish soap is located below the sink. Garbage bags are found in the closet.
- 6) You may use the parking lot and outside outlets if necessary. No parking on the lawn is allowed and anyone parking on Bob-Bea-Jan Road is doing so at their own risk. Farm equipment uses this road to access the property east of the town hall.

### Cleaning Guidelines

The renter is required to leave the town hall in the condition you found it. To ensure that your security deposit is returned, we ask that you:

- 1) Clean and wipe off all tables and chairs
- 2) Remove all decorations and tape
- 3) Return additional tables and chairs to the supply closet
- 4) Reset the tables and chairs in their meeting positions
- 5) Clean glass doors w/cleaning supplies
- 6) Clean bathrooms w/cleaning supplies
- 7) Sweep floor & vacuum carpets
- 8) Use big or small blue mop and pad to damp mop floor
- 9) Use small mop and pad to damp mop kitchen, then bathroom floor
- 10) Clean out refrigerator, sink, microwave and stove and clean with cleaning supplies



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- 11) Empty trash and recycling containers & replace with new bags.
- 12) Place garbage and recycling in designated containers outside. Any garbage or recycling that does not fit in the container(s) must be removed by the renter. Place all loose recycling items in the recycle bin (no bags). Pull carts to the blacktop for Monday pickup.
- 13) There is a drop box located to the right (as you walk out the door) to put the key in when you are done.
- 14) Pick up any litter or cigarette butts left on the parking lot and property.

Closing Instructions

In winter, set heat to 58 degrees.

In summer, set temp to cool at 80.

Turn off lights.

Lock both outside glass doors.

Drop key in the box.

Call the Town Hall 336-2814 and leave a message to report anything broken or inoperable.

I have received a copy of these procedures and per the Town Hall Rental Agreement, I understand that I am responsible for complying with them. I further understand that if I fail to comply with these instructions and guidelines that all or part of my security deposit may be withheld.

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Name

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Signature

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Date