
Dennis Cashman, Chairman
Phone: 920-336-7814
Julie Koenig, Clerk
Phone: 920-336-2814 Fax: 920-336-5565

Rockland Town Hall Instructions & Cleaning Guidelines

Opening Instructions

1. There is a drop box located to the right (as you walk out the door) to put the key in when you are done.
2. Light switches are located immediately to your right as you walk in the entry way.
3. Easy loading door
4. Please ensure that the tables and chairs in the town hall are set up in the way you found it prior to using. You may take a picture with your phone if needed.
5. The storage/cleaning supply room has additional tables and chairs and all of the cleaning supplies you will need.
6. 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.
7. Use of utensils, dish cloths, cleaning supplies, garbage bags, coffee mugs and pots located in the kitchen are all part of the rental fee. Please make sure the utensils, coffee pots, mugs and any other items used are cleaned and returned to their proper places. Please leave dirty dish cloths in the kitchen. Dish soap is located below the sink. Garbage bags are found in the cupboard below just right of the microwave.
8. You may use the parking lot, picnic table, 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 since many large and wide pieces of farm equipment use this road daily 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. Place additional tables and chairs in the supply closet
4. Reset the tables and chairs in their original positions
5. Clean glass doors w/ cleaning supplies
6. Clean bathrooms w/cleaning supplies
7. Sweep floor & vacuum carpets
8. Use big wet mop to mop floor
9. Use small wet mop to mop bathroom floor
10. Let floors dry or use dry mop
11. Clean out refrigerator, sink, microwave and clean with cleaning supplies
12. Empty trash and recycling containers & replace with new bags
13. Place garbage and recycling in designated containers outside any garbage or recycling that does not fit in the container(s) must be removed and taken by renter
14. Pick up any litter or cigarette butts left on the parking lot and property

Closing Instructions

1. In winter, leave the heat on and set the temperature of each thermostat to 60 degrees
2. In summer, turn each of the thermostat switches to “Cool” and “Auto” and then set at 75 degrees
3. Take tab off key and leave it on the desk.
4. Turn off lights.
5. Lock the door.
6. Drop key in the box.
7. Call Kim if you have any questions, if something is broken, and when you leave to let her know that you are out of the building and everything is ok. Kim’s # is (920) 309-0765.

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.

Name

Signature

Date