

## **POST-EVENT PROCEDURES FOR PLAINFIELD TOWN HALL USE**

### **TRASH REMOVAL**

All trash incurred by your rental event must be removed from the building in your own bags. This includes: 1) All trash left in bathroom trash cans, two bathrooms by the stage and one bathroom in the main entrance on the first floor, and 2) All trash cans in the main hall.

### **PERSONAL AND/OR EVENT ITEMS**

All items brought by your group, (props, clothing, furniture, decorations) must be removed.

### **USE OF LIGHTS AND TOWN OWNED ITEMS**

If the stage lights are removed from pipes, or unplugged, you are responsible to return them in their original positions.

All folding chairs and tables provided by the town must be cleaned, restacked and stored.

The ladder provided must be put back behind the stage curtain for storage.

### **CLEANING BATHROOMS**

The bathroom toilets and sinks must be cleaned with cleaner provided. There are two by the stage and one downstairs in the main entrance.

### **CLEANING THE FLOORS**

The following areas must be cleaned: The entrance and stairway to the hall, the main hall floor, the stairs to the stage, the stage floor and all of the bathroom floors.

Please use the following guidelines:

Sweep the main hall floor and stage with the big push mop. Bathrooms, stairways and the entryway can be swept with the smaller broom that is provided.

Fill the mop bucket with cold water from the bathroom by using the small black hose. Murphy's soap is provided. Mop all floors.

The mop bucket can be emptied outside in the gutter, use side exit. Rinse bucket out.

Return the mop, hose, and soap to the bucket for future use.

I have read and understand the procedures for post-event use of Town Hall. I understand that if any part of these procedures is not completed, a portion of my Security Deposit may be withheld to cover the town's expenses to hire an outside person to clean the hall.

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_