



# Town Hall Checkout List

**Thank you for choosing this facility for your event. After your event, please check off all appropriate items below.**

The janitor's closet is located in the kitchen.

If you notice any damage or concerns, please email pictures and descriptions to [lynndyl.clerk@gmail.com](mailto:lynndyl.clerk@gmail.com).

### All facility reservations:

- \_\_\_ Remove all items brought in for the event.
- \_\_\_ Clean up any messes made as a result of the event.
- \_\_\_ Wash, dry, and sanitize all counters, chairs, and tables.
- \_\_\_ Return tables and chairs to the positions in which you found them.
- \_\_\_ Sweep floor of all debris, vacuum. Use carpet cleaner for any spots.
- \_\_\_ Check restrooms for trash on floor and sweep/mop as needed, flush toilets, wipe counters and mirrors as needed and remove garbage.
- \_\_\_ Remove all used garbage bags and take to the container in the park. Replace with clean bags located in the janitor's closet.
- \_\_\_ Turn off all lights.
- \_\_\_ Check that all doors (including back doors) are locked & keys returned.
- \_\_\_ Return this checklist to City Staff or email a photo to [lynndyl.clerk@gmail.com](mailto:lynndyl.clerk@gmail.com)
- \_\_\_ Return keys to the person you got them from.

### If Using the Kitchen:

- \_\_\_ Wash all dishes and put away properly.
- \_\_\_ Wash, dry, and sanitize all counters and tables.
- \_\_\_ Remove all food from the refrigerator and wipe out.
- \_\_\_ Wipe out microwave.
- \_\_\_ Turn off and clean stove and oven.
- \_\_\_ Wash out and dry sinks.
- \_\_\_ Turn off faucets securely.
- \_\_\_ Return tables and chairs to the positions in which you found them.
- \_\_\_ Sweep floor of all debris. Mop as needed.

### Notes:

Rental date(s): \_\_\_\_\_

Rental name: \_\_\_\_\_

Checkout completed by: \_\_\_\_\_ Date \_\_\_\_\_

The deposit may be refunded if the items on the check list pass inspection by city staff AND if there are no other concerns with your facility use. (See use details on the back)

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For Office Use

City Staff: \_\_\_\_\_ Date \_\_\_\_\_

Notes: \_\_\_\_\_

## **TOWN HALL FACILITY USE DETAILS**

### **General**

- Any individual or group using the Town Hall shall always conduct themselves in a lawful and legal manner. Nothing in this Use Policy shall be interpreted by the City to restrict otherwise lawful expressive conduct.
- No foul or abusive language shall be used at any time. No smoking, illegal drugs or drinking of alcoholic beverages or possession of illegal drugs or alcoholic beverages will be permitted at any time.
- Gambling in any form is prohibited.
- Areas not specifically reserved shall not be entered or occupied by the applicant, the group, any of its individual, or participants and guests.
- Youth meetings must always be supervised by a responsible adult.
- Participants and guests are to remain in the appropriate area(s) of the Town Hall. Playing in halls or restrooms is prohibited. Children attending events in the Town Hall must be supervised at all times by a responsible adult who is present.
- The party reserving the facility is responsible for the conduct of the participants and guests.
- Pets or animals are not allowed in the Town Hall except for service animals.
- Tables and chairs are provided in the Town Hall. Heavy items are to be carried when moved to avoid damage to the floor. Tables, chairs and other equipment are not to be taken from the Town Hall for any reason, no exceptions.
- Hallways, exits, restrooms and other traffic areas are to remain free of tables, chairs, boxes, and other items at all times.
- Open flames, lighted candles, glitter, rice, confetti, graphite, paint, hay, straw, corn stalks, grass, palm fronds, feathers and other similar materials ARE NOT allowed in the Town Hall.
- No nails, tape or tacks may be used on the walls. No item may be strung or attached to the walls, ceiling or fixtures.
- Pictures, plaques, flags, blinds, light fixtures, furniture, etc. are not to be removed or rearranged.
- Portable electrical appliances, i.e., ovens, hot plates or space heaters will not be allowed.
- Special lighting, sound and other non-standard equipment will be allowed with the approval of the City Staff. Computers and Projectors are allowed.
- Events shall not exceed the reservation time, including set up and clean up. Events that exceed 10PM are subject to a surcharge.
- Compliance with the Utah State Open and Public Meeting Act is required.
- All users will meet posted fire codes including room occupancy ratings.
- Users may not store items on City property.

### **Serving Refreshments**

- The Town Hall is equipped with a warming kitchen strictly for the use of clean up and preparation of events, not cooking. Light refreshments and light catered lunches or dinners are allowed, provided the food can be prepared and served lawfully without the use of kitchen facilities. Again, portable electrical appliances, i.e., ovens, hot plates or will not be allowed.