

## RULES TO BE FOLLOWED WHEN RENTING KAWKAWLIN TOWNSHIP HALL

1. When leaving, make sure all lights are turned out, except exit lights, and marquis over bar.
2. Check all exit doors and kitchen door to make sure they are locked.
3. Go out the main door, and make sure it is locked.
4. Food and beverages may be left overnight in our cooler, however, there will be a \$25.00 charge, and must be picked up before 9:00 a.m. the following day.
5. Children must be supervised while at the hall or security guards may intervene.
6. Please do not slide tables, it marks the floor!
7. For any decorating rule broken, \$25.00 will be deducted from your damage deposit.
8. Chairs and tables are not to be taken outside of the hall.
9. Doors are to be kept shut. The hall is air conditioned.

## THINGS TO DO AFTER PARTY

1. Remove all decorations.
2. Remove extra food and beverages from hall.
3. Clean off all tables, and take trash out to dumpster
4. Everyone must be out of hall by 1:00 am and all doors locked.
5. Turn in hall key

Thank you and enjoy your event at Kawkawlin Township Hall.

**Carole Cruickshank**  
**239-9798**

**Hall Manager**