

Guidelines for Town Hall

To schedule meetings or private party, please call Ruth Kerscher @ 856-6551. For keys to the hall, contact Ruth Kerscher at 856-6551, Roy Englebert at 856-6706, Jason Tlachac at 639-6464, Larry Huber at 495-0158 or Dena Schmidt at 493-3064.

1. **UNLOCK BOTH EXTERIOR DOORS UPON ENTERING TOWN HALL.**
2. To turn water pump and water heater on for use, flip the 2 marked switches in the circuit box located in the NW corner of the large meeting room. Please check the bathrooms for running water. Sometimes faucets are left open. Before turning the water off when leaving the building, check if toilets have been flushed. Both water pump and water heater switches must be turned off before leaving the building. Please keep tables and chairs away from the circuit box for easy access and to comply with the fire department codes.
3. If heat is needed in the building, turn the thermostats on. Upon leaving the building, in the winter months, keep the thermostat @ 55 degrees. Turn the thermostats off in the summer months. Please check the s bathroom thermostats. Sometimes they are turned all the way up instead of being turned off or at 55 degrees. Please look at the dial.
4. Close and lock all doors and windows before leaving the Hall.
5. Your garbage must be removed from the premises. Please take the garbage home with you. Garbage baskets must be relined with new bags located in a cupboard beneath the kitchen sink.
6. The stove, microwave and refrigerator may be used. Please take all leftover food home.

7. Brooms, mops, cleaning supplies and vacuum cleaner in the storage room can be used to clean the floors and mats. The Hall must be left in a clean, neat, and tidy condition.

8. Private Party users: Please bring your own towels & dish cloths.

9. Please follow the guidelines for use of the Town Hall. If the town board finds it necessary to hire cleaning personnel after utilization of the town hall facilities, the cost of the cleaning procedures will be paid by you. This will be accomplished by an additional \$50 rental deposit for use of the town hall facilities. The fee for the Village of Forestville and Town of Forestville residents will be \$75 plus the \$50 deposit. For non-residents, the fee will be \$100 plus the \$50 deposit. The deposit charge of \$50 will be refunded if the condition of the premises after utilization is found to be satisfactory.

10. A telephone has been installed in the Town board meeting room and can be used for emergency or local calls only. WI-FI service is available.

11. No smoking allowed in the Town Hall. Alcoholic beverages served or brought in for the event is the sole responsibility of the renter. The renter is responsible for any violations.

12. Do not lean chairs or tables against the walls. Tables and chairs may not be removed from the Town Hall.

13. NO tape can be used on the ceiling, walls, tables, voting booths, fans, etc. No nails can be put into the walls and no pictures can be mounted or taped on the walls. No confetti type decorations can be used.