



## Town of Westport Island

### TOWN HALL RENTAL CHECKLIST

*(must be checked, signed and returned with keys)*

#### Exit Check List

**HEATING – Winter Only:** (Main Hall control is in the NE corner of the Hall by the kitchen – DO NOT change Red cover switch)

\_\_\_\_\_ Turn Hall thermostat down; do not touch bathroom setting.

\_\_\_\_\_ Push Hall switch up, all the way

\_\_\_\_\_ Rehang trouble light (furnace) in the window, if moved

#### **DECORATIONS/OTHER MATERIALS:**

\_\_\_\_\_ Stack chairs where found (stage and/or along walls)

\_\_\_\_\_ Wash tables, put along north wall. LIFT – DO NOT DRAG

\_\_\_\_\_ Empty trash cans, clean if needed

\_\_\_\_\_ Wash/Dry kitchen counters

\_\_\_\_\_ Clean/Store kitchen appliances

\_\_\_\_\_ Empty/Clean refrigerator

#### **RESTROOMS:**

\_\_\_\_\_ Check faucets for off position/no drips

\_\_\_\_\_ Flush all toilets

\_\_\_\_\_ Remove trash

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this Checklist with the Town Hall keys to the Town Office promptly**