



Town of Westport Island

Rental Guide

For Social and Recreational Events inside the Westport Island Town Hall

HEATING

The control is on the North East corner of the wall of the main hall by the kitchen. To turn the furnace on for the mail hall, pull the switch down. **DO NOT** ever change red cover switch. Adjust temperature by thermostat just inside the door to the hall by kitchen. When through, turn thermostat down, push switch all the way up. Furnace failure light (trouble light hung in window) may be coiled up and hung in hallway between the bathrooms -- **DO NOT** disconnect; and be sure to replace in the window when you leave. **DO NOT** touch the thermostat setting in the hallway between the bathrooms.

DECORATIONS/OTHER MATERIALS

Be sure that what you bring in, you take out. Do not use tape on the plaster walls, tape to window frames only. **DO NOT** use paper goods, except paper towels and toilet paper that are in the hall.

CLEANING

Before leaving:

1. Stack chairs along walls where they were found.
2. Wash tables and put them back in the North East corner. **DO NOT** drag tables over the floor, lift them to where you want them and set them up.
3. Empty all the trash cans and clean them if necessary.
4. Wash and dry the kitchen counter.
5. Appliances and utensils should be cleaned and stored.
6. The stove and refrigerator should be emptied and cleaned.

RESTROOMS

Be sure the faucets are turned off and not dripping.

Be sure toilets are flushed.

Remove trash.

RE-HANG FURNACE WARNING LIGHT IN WINDOW

Caution: If toilets don't work or there are problems with water, call the Selectmen: 882-8477.

KEYS

Keys may be picked up at the Selectmen's Office when you pay the fee for use of the Hall.

They should be returned promptly.

FEE

The fee for the rental is \$100, non-refundable, with check payable to the Town of Westport Island.