



## **HALL'S STORE CHECKLIST TO VACATE**

By 10:00 pm, USER will restore the facility as found by completing the following:

1. Remove all trash (from all rooms rented) and USER'S belongings, including equipment. Do not dispose of trash or recycling in Town Park receptacles.
2. Return tables and chairs to original setup in place before event. Ensure all have been wiped down.
3. Pull down all blackout blinds. Close and lock all windows.
4. Meet with a Board member of the VILLAGE who will inspect, agree that the facility is cleared properly, and provide you with a signature of approval.

If both agree and the original agreement is signed by both parties, the VILLAGE Board member will lock up the facility, and the security deposit will be returned/refunded quickly.

If not, further action will be determined by the VILLAGE (within one month) and communicated to USER in writing.