

TOWN HALL RENTAL POLICY TOWN OF CASSEL

TABLES AND CHAIRS

You may move tables and chairs for your use, but please return them to the floor area as they were originally set up. Metal folding chairs may be used and then stacked next to wall again. DO NOT, under any circumstances, stand on chairs or tables.

THERMOSTAT

Use the buttons on the thermostat to adjust the temperature for your needs. Air conditioner may be used during the summer, but turn off or set to 80 degrees before leaving. In colder months, please return the temperature to 60 degrees before leaving.

DECORATIONS

Please hang any decorations with tape or tacks so that the town hall will not be damaged. When done, remove all decorations and tape. DO NOT remove items already hanging on the walls in the hall. DO NOT stand on tables or chairs to hang your decorations.

BATHROOMS

Check bathrooms before leaving. Be sure that all lights and fans are turned off. Flush toilets and urinal and make sure they stop running before leaving.

GARBAGE

Remove garbage from bathrooms and hall. Pick up all trash outside. TAKE ALL GARBAGE WITH YOU. Trash bags are located in the kitchen cabinets.

CLEAN-UP

Cleaning supplies are stored under the kitchen sink. Wipe off all chairs, tables and counter tops. Return tables and chairs to original set-up. Remove all decorations and garbage. Broom, dust pan, dry mop, and vacuum cleaner are in the utility room and should be used to clean the floor. Wipe up messy foot prints.

Turn off all lights. Leave the key on top of the refrigerator. Lock both outside doors and pull tightly shut behind you.

Any of the above policies not followed could result in a non-refundable fee.

If you encounter any problems during your event, please call Gerald Hargraves
715-680-1405.

Thank you,
Cassel Town Board