



# Township of Head Clara & Maria

## Hall Use Reminders

**ALL PARTIES USING THE TOWNSHIP HALL ARE REQUIRED TO TIDY UP AFTER THEMSELVES IN ORDER TO LEAVE THE FACILITY READY FOR THE NEXT USER**

**(DOES NOT INCLUDE REPLACING THE TABLES & CHAIRS OR SWEEPING FLOORS)**

### WHAT IS REQUIRED:

COFFEE MAKER CLEANED AND LEFT UNPLUGGED

COFFEE POTS RINSED AND REPLACED IN THE KITCHEN CUPBOARDS

ALL UTENSILS, DISHES & COFFEE MUGS WASHED, DRIED AND REPLACED IN THE CUPBOARDS

ALL COUNTERS CLEARED AND WIPED DOWN

DISH CLOTHS DRAPED OVER OVEN DOOR TO DRY

THERMOSTAT TURNED TO APPROXIMATELY 12 DEGREES (in winter)

DOORS LOCKED & LIGHTS TURNED OFF

GARBAGE PLACED IN THE "FREEZER" OUTSIDE THE KITCHEN DOOR,

RECYCLABLES IN THE BIN BESIDE THE GARAGE

ALL FOOD (ASIDE FROM CONDIMENTS) REMOVED FROM THE REFRIGERATOR

LARGE REFRIGERATOR/BEER COOLER LEFT UNPLUGGED and Door OPEN

STOVE LIGHT, FAN AND ELEMENTS TURNED OFF

CHECK WASHROOMS FOR LIGHTS & RUNNING WATER—TAPS, TOILETS, & URINALS

THANK YOU FOR YOUR COOPERATION

Please leave a note on the counter if you have any concerns or problems with equipment or facility or call the Township Office—613-586-2526