

Town Hall Rental Checklist

courtesy of the Kinsman Valley Club

Before event:

- 1. Get familiarized with gas stoves and ovens.
- 2. Do kitchen walk around to know where things are located.
- 3. Get familiarized with exits and fire extinguisher.
- 4. If dishwasher is to be used, instruct on turning water on and off. (Water valve is located in basement in boiler room)
- 5. Be informed that countertops are Formica - no cutting or hot objects on them.

After Event:

- 1. Remove ALL food, paper goods etc. from kitchen and refrigerator after event.
- 2. Be sure that all stove tops & ovens are turned off and cleaned.
- 3. Dishwasher should be empty and clean and water turned off. Leave door slightly ajar.
- 4. Used dishcloths and towels are put in laundry bag under sink.
- 5. Sinks are clean and empty.
- 6. Counters are washed.
- 7. Trash removed and bags replaced.
- 8. Empty and clean coffee pots.
- 9. All town equipment returned to proper place.
- 10. All lights turned off, heat off and doors locked.