

Montague Common Hall Renter's Checklist (to be returned with key)

Name: _____
Event: _____ Event Date: _____
Phone: _____ Email: _____

The Montague Common Hall is maintained by volunteer labor alone. Thank you for paying it forward, and leaving it clean for the next renter!

Please make sure you check off (and do!) all the items on the list before leaving the hall. Put an N/A where applicable. Thanks so much for taking loving care of the Hall!

- Remove all trash, particularly food garbage and bathroom trash generated by your activity. Replacement bags are in the upstairs utility closet and/or the kitchen counter. Recyclables can be left in the bins in the upstairs utility closet. All recyclable food & beverage containers must be emptied and rinsed.
- Dry mop the main hall floor both before and after your event, and then vacuum the mop. Dry mop and vacuum cleaner are in the utility closet. Sweep or vacuum the front hall and cloak room. If mud gets tracked in, please wet mop those spots.
- In cooler months, **please close heating vents**. In the Main Hall, floor vents are spaced around the perimeter. The Cloak Room has a single larger vent in the floor near the front wall. Most people close these vents by pushing the lever with a foot. Dining room vents are in ceiling ductwork. Kitchen vent stays open.
- Turn the Main Hall thermostat down as far as it will go, and make sure timer is off. Kitchen thermostat remains at 50F. Please don't change it.
- Be sure circuit breaker for hot water is off. Be sure oven and all stovetop burners are off and coffeemakers are unplugged, empty of coffee and coffee grounds, and rinsed. Empty all carafes and teakettles.
- In winter months, leave all kitchen doors closed. In summer, leave open. Please alert us if anything seems amiss with the dehumidifier.
- Bathrooms: be sure toilets are not running and do not need flushing. Empty trash. Replacement bags are on the kitchen counter closest to the dehumidifier.
- Turn off all lights. Double-check bathroom lights. Close all doors and windows.
- Lock the front door by pushing up on the small lever at the top of the right-hand door and pushing the door closed behind you. It should latch at the top; it may or may not latch at the bottom. Do not try to use the key to lock the door.
- If you have a **KEY**, please return it with this checklist to **mailbox at 17 Main St.**

Thank you for renting the **Montague Common Hall!** We look forward to seeing you again!
34 Main Street (P.O. Box 223), Montague, MA 01351
Info@MontagueCommonHall.org