

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 as clean (if not cleaner!) than you found it, 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 (not)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. Please pack out your recyclables as well.
- 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 and vacuum the front hall and cloak room. If mud gets tracked in, please wet mop with the Bona mop in the utility closet.
- In cooler months, **be sure all three of the mini-splits on the main floor are OFF**. See directions attached to remote, for procedure. Please do not change heat in the basement.
- Turn off hot water heater (behind door in bathroom next to kitchen). Be sure oven and all stovetop burners are off, and coffeemakers are unplugged, all coffee and coffee grounds emptied, and carafes cleaned. Empty and clean any pots or dishes used; empty teakettle.
- Leave all doors downstairs open, so that the new dehumidifier can do its work. Please alert us if anything seems amiss with the dehumidifier.
- Bathrooms: be sure toilets are not running and are flushed. Empty trash. Replacement bags are on the kitchen counter.
- Turn off all lights. Double-check bathroom lights, and furnace room. Close and check all doors and windows.
- Lock the front door by unhooking the Velcro strap and closing the door firmly behind you. Make sure top and bottom locks have engaged.
- If you notice anything broken or otherwise needing attention at the hall, please use the other side of this page to let us know! Thank you so much!
- If you have a KEY, please return it with this CHECKLIST to mailbox at 17 Main St.**
(Mailbox is located closer to 7 Main St. - grey farmhouse with attached red barn- between 17 Main and the BookMill)

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