

**TOWN OF NEWFANE
WILLIAMSVILLE HALL
USE AGREEMENT CHECKLIST**

It is understood that the Williamsville Hall will be left clean after use. Therefore: Any non-profit group, organization or individual using the Williamsville Hall is expected to comply with the following regulations as to a condition of use. Your signature on the application indicates your understanding of these procedures and your willingness to comply therewith:

Check List:

Renter Inspector

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. All floors must be left clean; swept, vacuumed or mopped as necessary. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Elevator must be turned off and at the top floor, with light turned off and key returned to hook near front window. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Kitchen must be left clean. Renter is responsible for removing all food and beverages. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Make sure that the kitchen sink is completely drained. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. All water faucets must be turned off in kitchen and all 4 bathrooms. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Make sure bath rooms are left in a clean and orderly condition. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. All equipment/supplies brought in by renters must be removed within 24 hours. |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Hot water switch must be turned off. |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Empty and remove all trash, including recycles. |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Furniture and other items should be lifted, not dragged, to avoid any damage to the floor. All furniture should be returned to pre-use positions. |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Turn heat down to 45 degrees, if applicable |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Close all windows. |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. All indoor and outdoor lights must be turned off when you leave. |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. All interior doors to be closed, including the bathroom doors. |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Make sure front door is locked and secure |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Return the key to the Newfane Town Office or to a Williamsville Hall committee member. |

The undersigned will take personal responsibility for any damage incurred.