

TOWN OF HILL
CHECKLIST FOR TOWN HALL USE

**REGULATIONS MUST BE ADHERED TO AT ALL TIMES
OR USE OF THE BUILDING WILL BE SUSPENDED!!**

BEFORE EVENT:

- Obtain approval through Selectmen's Office. They will notify the school.
- Coordinate special arrangements with kitchen and or custodian in advance.
- Obtain prior approval for equipment and or supply use, if needed.

DURING EVENT:

- Contain building use to designated areas.
- Afternoon building use: Please be silent in the hallways so as not to disturb any staff members that are still working in the building.
- Elevator use: Restrict use to those with physical needs only!

AFTER EVENT:

- Turn off all lights (including bathrooms) when you leave.
- Remove all trash from building. Please do not place in town receptacle!!
- Return all furniture to its original place.
- Bathrooms: All toilets flushed and bathrooms picked up.
- Lock all exterior doors.
- Return key to the Selectmen's Office as soon as possible after use.

**THE SCHOOL RESERVES THE RIGHT TO BILL FOR
DAMAGES AND OR EXCESS CLEANING AS NEEDED!!**