

**TOWN OF DOVER
TOWN HALL RULES & PROCEDURES**

PLEASE NOTE: AN INSPECTION WILL BE DONE PRIOR TO & AFTER EACH EVENT.

THE UNDERSIGNED AGREES TO THE FOLLOWING RULES AND PROCEDURES FOR USE OF THE TOWN HALL:

1. **SMOKING** OUTSIDE DURING DAYCARE HOURS OF OPERATION MUST BE OUT OF SIGHT OF THE CHILDREN. PLEASE DO NOT DISCARD CIGARETTE BUTTS ON TOWN HALL GROUNDS. ALL CANDLES MUST BE PROTECTED BY HURRICANE GLASS OR VOTIVE-TYPE HOLDERS AND PLACED ON NON-FLAMMABLE BASES.
2. **POSTED INSTRUCTIONS.** USER IS RESPONSIBLE FOR PROPERLY FOLLOWING THE POSTED INSTRUCTIONS FOR THE USE OF UPDATED KITCHEN EQUIPMENT. **PROPANE GAS VALVES FOR RANGE & CONVECTION OVENS ARE PURPOSELY LEFT ON. PLEASE DO NOT ADJUST THE VALVES LOCATED BEHIND APPLIANCES!** IF USER HAS ANY QUESTIONS OR CONCERNS, PLEASE **CONTACT JEANNETTE ECKERT AT 348-7910.**
3. **ALL KITCHEN ITEMS MUST BE RETURNED TO THEIR DESIGNATED SPACE.** AN INVENTORY WILL BE DONE AFTER EACH USE, AND USERS ARE RESPONSIBLE FOR COSTS TO REPLACE ANY MISSING OR DAMAGED ITEMS.
4. **SAFETY.** KITCHENS ARE DANGEROUS PLACES. ALL CHILDREN SHOULD BE SUPERVISED BY AN ADULT AT ALL TIMES.
5. **CLEANING AFTER USE.** YOU MUST BRING IN YOUR OWN CLEANING SUPPLIES, SUCH AS TRASH BAGS, PAPER TOWELS, TOILET PAPER, CLEANING PRODUCTS TO CLEAN THE KITCHEN & BATHROOMS. ALSO, PLASTIC CONTAINERS TO TAKE AWAY ALL FOOD COOKED ON PREMISE. DO NOT LEAVE LEFTOVER FOOD IN ANY OF THE APPLIANCES. **CARRY IN, CARRY OUT!!**
THE TOWN WILL PROVIDE MOP AND BUCKET, BROOM, VACUUM AND MURPHY'S OIL SOAP. THE FACILITIES SHALL BE CLEANED AND MAINTAINED IMMEDIATELY AFTER EACH USE, INCLUDING BUT NOT LIMITED TO:
 - RETURN TABLES AND CHAIRS TO FRONT HALL CLOSET (PLEASE STACK ON THE DOLLY – DO NOT DRAG THE TABLE AND CHAIRS ACROSS THE FLOORS.)
 - SWEEP ALL FLOORS
 - VACUUM ALL RUGS (PLEASE CHECK BAG PRIOR TO USE, AND DO NOT USE TO SUCK UP WATER)
 - MOP HALL FLOOR (USE ONLY MURPHY'S OIL SOAP)
 - WASH KITCHEN FLOOR
 - WASH DISHES, SILVERWARE, POTS & PANS AND REPLACE IN RESPECTIVE AREAS
 - WIPE DOWN ALL COUNTERS IN KITCHEN
 - ALL APPLIANCES MUST BE CLEANED IF USED
 - CLEAN BATHROOMS, INCLUDING TOILETS, SINKS, MIRRORS AND FLOORS
 - TURN HEAT DOWN TO 55 DEGREES
 - CLOSE AND LOCK ALL WINDOWS
 - TURN OFF ALL LIGHTS (NOTE: CHANDELIERS ARE ON A DIMMER SWITCH – PLEASE BE SURE TO PUSH IN THE DIAL)
 - TURN OFF THE FANS
 - LOCK ALL DOORS. LOCK KNIFE CABINET IF USED
 - REMOVE ALL TRASH & DISPOSE OF PROPERLY—**DO NOT USE THE DAYCARE DUMPSTER**
6. **DECORATIONS** NO DECORATIONS MAY BE HUNG OR OTHERWISE DISPLAYED WHICH MAKE HOLES IN WALLS OR CEILINGS OR OTHERWISE DAMAGE THE FACILITY. NO DECORATIONS MAY BE ATTACHED OR CONNECTED TO ELECTRIC WIRES OR FIXTURES IN THE FACILITY. ALL DECORATIONS MUST BE REMOVED AFTER EACH FUNCTION. **DO NOT USE** SCOTCH TAPE, GLUE OR STAPLES TO AFFIX ANY DECORATIONS.
7. **NO PETS** ARE ALLOWED IN THE FACILITY
8. **LOCK ALL DOORS,** AND THEN RETURN THE KEY TO THE TOWN CLERK. **IF THE KEY IS LOST,** COST TO RE-KEY THE BUILDING IS THE RESPONSIBILITY OF THE PERSON(S) RESERVING THE HALL.

Adopted April 5, 2016 by the Dover Select Board

Randall Terk _____
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