

# RULES AND CLEAN UP FOR PARK PAVILION

Note: Read all Instructions prior to decorating or leaving

## RULES

- **NO SMOKING** in any part of the building
- Return all items to where you found them including tables and chairs
- **DO NOT USE NAILS, TACKS, STAPLES, TAPE, OR ANYTHING THAT WILL LEAVE A MARK OR HOLE ON THE WALLS, DOORS, OR TABLES**
- No pets are allowed inside the pavilion

## CLEANING

- Wipe off all tables, chairs, counters, and appliances
- Sweep and **mop** floors
- Clean-up all messes or spills in the restrooms, including the garbage, floor, sink, and toilets.
- Pick-up all trash and cans outside the building
- Carry out and take all trash with you

During the winter the thermostat must be turned down to 55 degrees before leaving. During the summer months the thermostat must be turned to 84 degrees before leaving.

Turn off **ALL** lights and fans not forgetting the restrooms and outside

Lock **ALL** doors and windows and return key to Newhall City Hall within 48 hours.

**The pavilion is yours from 7am to Midnight this includes cleaning time**

**DEVIATING OR OMITTING FROM ANY OF THE ABOVE INSTRUCTIONS OR RULES GIVES THE CITY THE RIGHT TO CASH THE SECURITY DEPOSIT ON FILE AT CITY HALL THIS INCLUDES NON-PROFITS**

**Renters Signature that they have read and agreed to the above instructions and rules:**

**Name** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Event:** \_\_\_\_\_