

Fall River Township Hall Rental Rules

We love our town hall. Let's keep it looking good! Here are some rules we would like for you to follow:

- ✓ The building will be checked after your rental. Any items that are missing or damaged will be charged to you.
- ✓ Please note the position of the items before setting up for your rental. All chairs and tables are to be returned to their original position.
- ✓ No tape or thumbtacks of any kind may be attached to the wall, woodwork, or lights.
- ✓ HOT items placed on the black tables may melt the surface. USE proper hot pads or trivets!! This includes crockpots.
- ✓ Before you leave be sure that the stove is off, and the refrigerator door is tightly closed.
- ✓ Wipe out the kitchen sink
- ✓ Wipe off the tables, and wipe up any spills on the floors
- ✓ When leaving the hall turn the heat down to 60 degrees; in summer months leave AC on 75 degrees
- ✓ Empty all garbage containers in the kitchen and bathroom. If needed, put new liners in the containers. The dumpster is located outside the building to the West
- ✓ **NO** smoking inside the building
- ✓ Any problems or questions: Phone Tammy at 815-343-2981 OR 815-795-5989