

Reserve Town Hall  
Apr 18, 2016

To reserve the Town Hall, contact Sue Barta at 920-755-4029.

All Property Owner and residents of the Town may use the Town Hall.

The Town Hall is reserved on a first come, first served basis.

### **TOWN OF TWO CREEKS**

#### **TOWN HALL ETIQUETTE**

**This is your Town Hall, please help to keep it clean and neat.**

**All reservations are to be made by contacting Sue Barta at 755-4029**

**When reserving the hall, please indicate if you also will be using the kitchen.**

**SMOKING is not allowed in the Town Hall.**

**When reserving the town hall and kitchen, you can reserve the use of the 35 cup Coffee Maker and the Nescos. These items CAN NOT leave the premises. The Nesco liners can be taken off site to be filled but the entire unit can not be removed from the facility.**

**Since the hall complex is air conditioned, please**

**DO NOT OPEN the windows or leave the doors open.**

**Do not drag the tables across the floor, it is best to have 2 people move the tables.**

**Place all chairs back on the chair racks and wipe off the tables.**

**You are responsible for any damage to this facility occurring under your reservation.**

**The floor should be swept but DO NOT wash it, as special detergent is used for the floor care.**

**All GARBAGE shall be placed in the containers located at the SW Corner of the building complex.**

**At the end of the function, ensure that the front door has been locked, all lights are turned off (there are sensors that turn the lights off in the restrooms), and leave the hall by the back door (North side near the mens rest room) ensuring that you lock this door too.**

**THIS IS YOUR FACILITY,**

**PLEASE HELP TO KEEP IT NEAT AND CLEAN.**