

## **Trinity Hall Rental Instructions**

- **No smoking in the hall or within 15 feet of any door or window • Grounds outside must be left free of cigarettes and litter**
- **Furniture is not to be removed from the hall**
- **Alcohol** If sold at event, requires Temporary Liquor Permit
- **Insurance** Certificate covering sale of alcohol
- **Sound curfew: 10:00 pm**
- **Guests are expected to respect property rights and rights to quiet of neighbors**
- **Monitor parking lot during and after event for excessive noise**
- **NO FIRES! • NO CANDLES!**
- **Cleaned, folded, stacked and returned to original storage areas • No nails, pins or tacks in walls or ceilings**
- **Use blue painters' tape only, completely removed and area cleaned of adhesives**
- **Hardwood - swept (and damp mopped, if necessary) • Kitchen floor - swept (and damp mopped, if necessary) • Note: Help us preserve hardwood floors: use caution at all times. Mop must be cleaned and rinsed. Mops are to be left spread to dry.**

- **Counters, sinks, refrigerator - cleaned**
- **Dishes, cookware, utensils (etc.) washed, returned to original storage areas • Stove turned off and cleaned; coffee machines unplugged**
- **NO FOOD left in kitchen without prior approval • Completely removed from Center**
- **All Center trash cans relined**
- **Remove all trash from the Trinity Hall**
- **All Trash & Recycle bottles and cans Completely removed from Trinity Hall**
- **Heat turned off**
- **All lights turned off**
- **All doors & windows closed & locked**