

TOWN OF SEVASTOPOL

FACILITIES USE RULES

We hope you enjoy the use of the SEVASTOPOL TOWN HALL and COMMUNITY CENTER and we appreciate your cooperation in helping keep this facility safe and clean. Remember, future use of this facility depends on the strict observance of these rules.

1. YOU ARE RESPONSIBLE FOR ANY DAMAGE TO THIS FACILITY.
2. FOR YOUR CHILD'S SAFETY AND PROTECTION:
 - a. All young children and infants should be supervised by an adult while in or around this facility.
 - b. You are responsible for your own safety and the safety of all attendees.
3. IN CONJUNCTION WITH STATE LAW AND TOWN ORDINANCE:
 - a. **NO SMOKING** - this is a smoke free public building.
4. NO PETS ALLOWED ON THE PREMISES:
 - a. With the exception of guide dogs, **NO PETS** of any kind are allowed on the premises.
5. ALCOHOLIC BEVERAGES:
 - a. Only lawful use of alcohol is allowed on these premises.
 - b. The Town of Sebastopol accepts no responsibility for the effects of alcohol consumption by you, your guests or other attendees.
6. HEATING & AIR CONDITIONING:
 - a. This building is climate controlled; to change settings, follow directions posted by the thermostat.
 - b. Keep all doors and windows closed at all times.
7. KITCHENETTE:
 - a. This facility is to be used only for the serving of food prepared off premises.
 - b. Do not remove any Town owned utensils or small appliances from the building.
 - c. Bring your own towels and washcloths and take them with you when you leave.
 - d. Wipe up all spills immediately.
 - e. Wash, dry and return all utensils and appliances to their proper place.
 - f. Clean the counter tops, sink, refrigerator and microwave.
 - g. Do not put food scraps down the drain.
 - h. Do not leave any leftover food or drinks.
 - i. Do not sit or climb on the counter tops.
 - j. Report any non-working or damaged property.
 - k. Clean and re-line the garbage cans with supplied bags and take your trash with you.

8. HALL & MEETING ROOMS:

- a. Tables and chairs are to be returned to the configuration they were in when you arrived.
- b. Any additional tables and chairs removed from storage are to be returned to storage.
- c. Do not remove tables or chairs from the building; this furniture is not meant for outdoor use.
- d. Do not sit or stand on the tables, windowsills or counter tops.
- e. Do not stand on the chairs.
- f. Wipe up any spills immediately to prevent injury, tracking or staining.
- g. Do not slide tables or chairs across the floor as they could scratch it.
- h. Do not place food or drinks on the windowsills.
- i. Wash and dry all counter tops, windowsills, tables and chairs.
- j. Sweep or dry-mop the floor.

9. DECORATING:

- a. Only table decorations are permitted.
- b. No nails, tacks, tape, etc. are to be used on the walls, woodwork or light fixtures.
- c. All decorations must be completely removed when you leave.

10. WHEN LEAVING:

- a. Restrooms: check to see that all toilets and urinals have been flushed; all water faucets are turned off; and leave in an orderly fashion.
- b. Check that the water faucets are turned off in the kitchenette and utility room.
- c. Check that all windows and doors are closed and locked.
- d. Pick up any trash that may be outside on the parking lot or lawn.
- e. You are responsible for the removal of all trash and recyclables you generated - take it with you when you leave.
- f. Place key in key return box at the clerk's office.
- g. Turn off all lights.
- h. Lock all doors.

All cleaning supplies and equipment are located in the cabinet in the utility room by the north door.

THANK YOU FOR YOUR COOPERATION

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