

The Challacombe House

Please leave this community building in the same or better condition as you accepted it.

- Wipe off tables and counters
- Fold up chairs and place back on rack in closet
- Fold up tables and place back in storage closet
- Sweep and mop floors (broom, mop, bucket, etc. is located in janitor's closet in women's restroom)
 - Mop floors with a vinegar and water mixture in mop bucket (1/2 cup per gallon of warm water)
- No confetti is allowed to be used inside or out
- Take trash out to dumpster and replace bags in trash receptacles
- **ABSOLUTELY NOTHING IS TO BE PUT ON THE WALLS OR CEILING!**
 - **NO TAPE, NAILS, PINS, STICKERS, STAPLES, ETC.**
- Do not attach anything to the ceiling fans or their pull chains
- Do not drag tables cross the floor or lean chairs or tables against the walls
- When you leave, adjust thermostat
 - 59 degrees in winter
 - 75 degrees in summer
- Remove all balloons, banners, signs, etc. placed outside or along the road to direct people to your event

I have read the above rules and understand that if I/we do not comply, our deposit will be withheld and forfeited.

Name

Date

Phone Number

Date of Rental

Times you plan on arriving and leaving

If facility assistance is needed, call 532-6120 and ask to speak with Jim May.