Town Hall Rental Checklist
courtesy of the Kinsman Valley Club

Before event:
☐ 1. Get familiarized with gas stoves and ovens.
☐ 2. Do kitchen walk around to know where things are located.
☐ 3. Get familiarized with exits and fire extinguisher.
☐ 4. If dishwasher is to be used, instruct on turning water on and off. (Water valve is located in basement in boiler room)
☐ 5. Be informed that countertops are Formica - no cutting or hot objects on them.

After Event:
☐ 1. Remove ALL food, paper goods etc. from kitchen and refrigerator after event.
☐ 2. Be sure that all stove tops & ovens are turned off and cleaned.
☐ 3. Dishwasher should be empty and clean and water turned off. Leave door slightly ajar.
☐ 4. Used dishcloths and towels are put in laundry bag under sink.
☐ 5. Sinks are clean and empty.
☐ 6. Counters are washed.
☐ 7. Trash removed and bags replaced.
☐ 8. Empty and clean coffee pots.
☐ 9. All town equipment returned to proper place.
☐ 10. All lights turned off, heat off and doors locked.