

# PARISH HALL

## Renter's/User's Responsibilities

Please ensure the safety of the building and protection of all equipment and property throughout your event/use

1. **Children Outdoors:** If children are playing outside, please ensure an adult is present, as residents live nearby.
2. **Tables and Counters:** Clean tops and edges of all tables and counters. Use the container labeled "*For cleaning table/counter tops*" from the bottom cupboard shelf in the kitchen, positioned to the right of the yellow sink. After use, return the container to its original location.
3. **Tables and Coat Rack:** Arrange six tables with an appropriate number of chairs in a square formation in the center of the hall. Fold any additional tables and place them along the west wall, near the patio doors. Ensure spills are cleaned before stacking. Position the coat rack at the front of the hall, near the wall.
4. **Kitchen Cleaning:** Wipe down countertops, stove tops, and any spills inside ovens. Ensure the stoves are turned off and sinks are cleaned. Place used cloths, towels, etc. in the marked bucket under the kitchen counter. Close the blinds on the kitchen exit door if they are opened.
5. **Dishes and Appliances:** Wash and put away all dishes and kitchen equipment. Empty the coffee grounds into the garbage, clean the filter container and coffee pots, and unplug both the coffee pot and kettle. If you use the fridge, wipe it down and remove all food.
6. **Bathrooms:** Check both the upstairs and downstairs bathrooms. Flush toilets and remove all garbage.
7. **Garbage and Recycling:** Remove garbage, including bathrooms, and place it in the bins outside of the main doors. We recycle, separate recyclables into appropriate containers. If using the grounds, pick up and dispose of all litter.
8. **Floors:** Dry mop, mop, or wipe up any spills in the hall and kitchen.
9. **Stairs:** If necessary, sweep the stairs.
10. **Heating and Cooling:** Before leaving, set the thermostat at 67°F/19°C. Keep outside doors closed during your event to maintain comfort.
11. **Lights and Fans:** Turn off all lights and fans (bathrooms and hallways included). The outdoor security light remains on. Lock all doors, including the sundeck (test it, to ensure it latches properly).
12. **Key Return:** Return the key to The Village Office between the hours of 8:30 am and 4:30 pm, Monday through Friday, excluding Statutory Holidays. Please report issues to the Village of Lytton Office.

**Thank you for leaving the Parish Hall  
clean and ready for the next group!**