

## **VILLAGE OF CANKTON HALL RENTAL** **RULES AND REGULATIONS**

**1)** Rentee will be responsible for all damages done to the hall, both inside and out and any and all fixtures and furniture both inside and outside of the building. **NO SMOKING** is allowed inside the building or within 25 feet of the front opening.

**2)** Rentee will furnish **ALL** items for their function except the trash bags , hand towels, and toilet paper in the bathrooms, which the Village will provide. **ANY AND ALL** items including, but not limited to, food, bottles, paper goods, cans, cups and anything else brought in by the Rentee must be taken off the premises and disposed of by the Rentee. **NO FOOD** and or **TRASH** is to be left inside the building or on the grounds outside the building. Someone will be in within 24 hours to inspect the building. Brooms and mops will be left out for cleaning the floors. **DO NOT PUT ANY SUBSTANCE, SUCH AS CORNMEAL, ON THE FLOOR.**

**3) DO NOT** use any tacks, nails, or any other sharp objects that will leave any kind of mark, hole, and or indentations on the walls. Scotch tape can be used but it must be completely removed after the function by the Rentee.

**4)** Music must be kept at a reasonable level. ALL night time functions are to end no later than 12:00 a.m. or by the eight hour rental time limit which ever comes first. **NO LOITERING** is allowed on the premises. If the police department is notified and asked to respond to any complaints regarding this function and finds merit with the complaint, the function will be ended **immediately** and all persons will be asked to leave . The Rentee will forfeit the deposit.

**5) ALL** juvenile function **MUST** be chaperoned by parents and or responsible adults. The chaperones will be held responsible for **ANY AND ALL** damages.

**6)** Tables and chairs must be cleaned and rearranged in the horseshoe position. If the kitchen and appliances are used they too must be cleaned. The heating and cooling units must be turned off. Rentee will drop the key in the night deposit box located on the east side of the main doors after the function is over.

**DO NOT** park on the church parking lot without prior permission. **DO NOT** block any driveways. **DO NOT** park in front of the fire station

**Mayor and Board of Aldermen,**

**I understand that failure to adhere to all of the above rules will result in the loss of my damage deposit.**

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Rentee Name, address and phone #