

TEMPLE TOWN HALL REVISED POLICIES

The Temple Board of Selectmen reserves the right to deny use of this facility to any group, organization or individual not complying with the following policies.

Upon leaving the premises:

1. Kitchen: “Carry in – Carry out”

- No food or beverages are to be left behind or stored in the kitchen cupboards, the refrigerator or anywhere else within the facility. That includes unopened food products & drinks.
- Wipe down the countertops before you leave. When cleaning granite countertops use granite cleaner or soap & water.
- Put clean dishes away before you leave. Instructions for the dishwasher are on the countertop. Do not leave dishes in the dishwasher!

2. All items & trash from an event must be removed from the building.

- Non-recyclable trash should be taken to the dumpster located behind the building, to the left of the sand pile.
- Recyclable items should be taken home for proper disposal.

3. All tables and chairs must be returned to storage, with any soiled tabletops first being washed.

4. Floors must be left in at least “broom swept condition”.

- A vacuum cleaner, broom, wet mop and other basic cleaning supplies are stored in the Main Hall’s janitorial closet.

5. The heat is on timers. If adjusted, the heat must be returned to the original setting, Annex air conditioners must be shut down, and all lights not controlled by sensors must be turned off.

6. All doors must be closed tightly and locked.

7. Any items that are left or stored in this building must have Select Board approval.

8. Please notify Gretchen by calling 878-2536 or email TempleBOS@comcast.net if supplies are low, or you notice damage to any part of the building or if repairs are needed.

Please treat this building with care and respect

Although the Town retains a cleaning service, there may on occasion be events scheduled in quick succession, leaving inadequate time for professional cleaning to be done in between. Please keep this in mind and leave the hall in the same or better condition than you found it.