



EGG HARBOR TOWN HALL USE RULES

The Town of Egg Harbor for the safe and efficient use of the town hall has the following rules:

DECORATING:

- *No nails, thumbtacks, etc. are to be used on the walls or woodwork.
- *Absolutely no decorating from the ceiling or anything attached or hanging from the ceiling.
- *Leave pictures on the walls.
- *Remove all decorations before you leave the hall.
- *Do Not open cabinets between windows on west wall. **These are voting booths and are off Limits. Also no decorations on front of the booth cabinets.**

FURNISHINGS:

- *No chairs or tables are to be removed from the building.
- *If you set up extra tables and chairs, put them back where you found them.

KITCHEN:

- *No silverware, coffee pots, etc. are to be removed from the building. Please wash, dry and put items in their proper place and leave dirty towels at town hall to be washed.

CLEAN-UP

- *Take your garbage with you. (excluding the bathrooms) The town will provide garbage bags. (Cabinet to right of sink)
- *Wipe off all tables used and leave set-up of tables and chairs the way you found them.
- *Vacuum floor. (vacuum in closet with extra tables & chairs) Many times there is a party the next day which gives our maintenance people no time to clean building in between.
- *Cleaning supplies are under sink or in utility closet.
- *The Town Hall needs to be cleaned the same day as the party.
- *This also pertains to the ball field and grounds, to clean up any water bottles, debris etc.

DOORS

- *Leave doors closed at all times. The town hall does have central air conditioning. Also leaving doors open invites mosquitos and flies.

CLOSING

- *The Town Hall needs to be cleaned up and everyone out no later than MIDNIGHT.
- *Leave key in drop box outside of front entrance.

ABSOLUTELY NO SMOKING OR PETS IN BUILDING!!!!

Future use of the Town Hall may be prohibited if rules are not followed.