

**TOWN OF LIBERTY GROVE  
FACILITY RENTAL USE AND CLEANUP PROCEDURES**

Smoking is PROHIBITED in the building.

Do NOT use thumbtacks or nails when decorating.

**All activities MUST conclude by 10:00pm in accordance with Town Ordinance 3-22.**

The building MUST be cleaned the same day and left in the condition as it was found, to accommodate use the following day.

Garbage and trash MUST be taken home; dumpsters are NOT provided.

**The cleanup checklist (if provided) MUST be completed and left in the building prior to your departure.**

Lock ALL doors upon exit.

I have read the preceding procedures and agree to abide by them as stated. I understand that any additional work to restore the rental facility to the condition it was in prior to my event may result in the forfeiture of my deposit. I am the person responsible for proper cleanup of the building. I further understand that any additional cleaning of the facility required after this rental will be billed at a rate of \$65.00 per hour.

\_\_\_\_\_

NAME

\_\_\_\_\_

PHONE

\_\_\_\_\_

ADDRESS

\_\_\_\_\_

CITY, ST ZIP

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TOWN REPRESENTATIVE

RETAIN ONE COPY FOR YOUR RECORDS AND SUBMIT ONE FOR THE TOWN FILES.