



## **CONDITIONS AND CHECKLIST FOR RETURN OF DEPOSIT FOR THE OLD LOCK & DAM BUILDING**

- Floors swept clean. Please mop all spills immediately (mop is located in foyer).
- Food removed from refrigerator and freezer and spills cleaned up.
- Trash placed near trash barrel in front of building.
- Tables and chairs cleaned and wiped off.
- Restrooms picked up.
- Tables and chairs pushed against the wall or placed in the attic.
- Nothing shall be affixed to the walls or ceiling (no tape, thumbtacks, nails, screws, pins, etc.)
- No disturbance should occur during your use of the building and adjoining property which would result in the intervention of the Parks and Recreation board or any public agency.
- No person under the age of 21 years shall possess or consume alcohol on the premises.
- Facility returned to the Town in the same condition renter received it.
- Keys, along with the completed and signed checklist, should be returned to Clerk-Treasurer's office within 48 hours after use or 72 hours if the use is on Friday.

**Entry to the facility is after 10:30 a.m. on the day of your rental.**

**Facilities must be cleaned and vacated by 3:00 a.m. day after rental.**

I acknowledge receipt of these conditions and agree to meet them.

Renter's signature \_\_\_\_\_

Date \_\_\_\_\_

Emergency contact information: Town Hall during business hours 812.853.1720 or Gerald Bowser after-hours at 812.480.0096.