

THOMAS MARSHALL TOWN LIFE CENTER

FACILITY RENTAL CHECKLIST

REMINDERS FOR FACILITY USE:

- Use facility as if it were your own.
- Strictly observe your time slot you paid for.
- Use only the room or rooms you have reserved.
- No slam dunking or hanging on basketball goals.
- Stay off all gymnastic equipment in the Merritt Room
- All food or beverages, including water, must stay in the gym unless permission has been granted for other use by the building manager.
- Guests must remain on the lower level, away from stairs and the elevator.
- Roller blades, scooters and roller skates are not allowed in the building.
- Smoking and alcoholic beverages are strictly PROHIBITED. Use of them will result in loss of future rental privileges.

BEFORE YOU LEAVE:

- Put away all tables and chairs used for your event.
- Sweep the gym floor. The equipment you need is in the northwest corner of the gym.
- Take trash out to the dumpster near the street. Please check all the trash containers. New bags for your use are in the bottom of each container.
- Make sure lights are turned off in both the men's and women's restrooms.
- Turn off the lights in the gym and the Merritt Room.
- Turn off the hall light when you exit. The switch is on the left wall as you leave the door to the parking lot. Night lights will remain on.
- Make sure both entrance/exit doors are locked when you leave, check from the outside just to make sure.

If you leave the facility like you found it, all will be well. Thank you. If you have any questions, please call building manager, Anne Myers, Building Administrator, at 260.224.7433.