

**AMERICAN LEGION
FRIEDRICHS-MUELLER-NORGAARD
POST 149
SHEBOYGAN FALLS**

HALL RENTER RESPONSIBILITIES

1. WIPE DOWN ALL TABLES & CHAIRS
2. RESTORE TABLES & CHAIRS TO ORIGINAL CONFIGURATION
3. SWEEP UP ALL FLOORS
4. MOP ALL SPILLS ON FLOOR
5. CLEAN KITCHEN IF IT WAS USED
6. UNPLUG THE REFRIGERATORS IF USED, CLEAN ANY SPILLS & CRACK OPEN DOORS
7. CHECK THE BATHROOM FOR ANY CLEANUP THAT IS NEEDED
8. TAKE DOWN ANY DECORATIONS/TAPE YOU MAY HAVE USED
9. REPORT ANY DAMAGE THAT MIGHT HAVE OCCURRED
10. REMOVE ALL GARBAGE FROM INSIDE GARBAGE CANS AND DEPOSIT IN BINS JUST OUTSIDE THE HALL IN FRONT
11. RESET THE THERMASTAT TO 60 DEGREES IN WINTER OR 68 DEGREES IN SUMMER

THE HOUSE MANAGER(S) WILL INSPECT THE HALL AFTER YOU HAVE USED IT AND IF NECESSARY ASSESS A CLEANING FEE OF \$50 IF THE HALL/KITCHEN HAVE TO BE CLEANED.

CONTACTS:

HOUSE MANAGER/MAINTENANCE:

FRANK STERZEN (920) 467-6801; ALTERNATE: GARY THELEN (920-980-0017)

ADMINISTRATION: BOB ROSKA (920-918-9413); CHUCK STELZNER (312-953-6673)

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