

BEFORE YOU LEAVE
PLEASE ENSURE THAT:

- ✓ Floors, counters, tables, dishes, etc are clean
- ✓ ALL food items are removed
(If you wish to leave items belonging to your group in the kitchen they MUST be labeled. We are NOT responsible for any items left at the Hall.)
- ✓ Full trash bags and those with food in them are removed
- ✓ Thermostats are set at **55** for baseboards and 54 for fuel oil and propane
- ✓ ALL Windows are closed
- ✓ Water Heater is off
- ✓ ALL Water is off
- ✓ ALL Doors are locked
- ✓ ALL lights are off

THANK YOU