

**TOWN OF GIBRALTAR
TOWN HALL RULES
AUGUST 2018**

**LIMIT 135 PEOPLE
NO PERSONAL GAIN EVENTS**

The Town of Gibraltar for the safe and efficient use of the Town Hall adopts the following rules:

1. Decorations: Hooks are provided at the side window casements to attach decorations. Tape, nails, thumb tacks, etc., are not to be used on the walls, woodworks, or any light fixtures. You may use string to tie streamers to light fixtures. Remove all decorations before you leave the Hall. Bring a ladder if needed.
2. Window Shades: Please handle with care.
3. Furnishings: No chairs or tables are to be removed from the premises. Please wipe off tables and chairs and carefully put chairs in racks before you leave. If chairs are needed for outside use, there are 70 older chairs in the rear storage room. Contact the Gibraltar Town Office at 868-1714, for a key to the storage room. Tables may be used outside. Wipe top and bottom of the legs before storing in the Hall.
4. Kitchen: The water heater is in the room to the left of the stage. Turn it on if needed; turn off before leaving. No silver, china, coffee pots, trays, etc., are to be removed from the premises. Please wash, dry and put items in their proper places. Leave used dishtowels on the counter. Please do not leave any perishable items in the refrigerator. Bring your own garbage bags and leave in the kitchen. Separate aluminum cans, glass and plastic bottles; take them along for recycling.
5. Floor Care: Hall floor is specially treated. You will find a broom, dustpan and dry dust mop in the kitchen. **No soap, water, oils or waxes** of any kind can be used on the Hall floor. Kitchen floor may be wiped or mopped with water.
6. Please control children, especially around the stage lights and curtains.
7. Pick up all litter outside the building. Grills may be used OUTSIDE of the Town Hall and should be put away when cooled.
8. Thermostat: Set at 70 degrees when in the Hall and turn down to 60 when leaving the Hall. Ceiling fan switch is in the kitchen to the left of the outside door.
9. Lights: The switches are located near the front door, please turn on when entering and off when leaving.
10. Keys: The keys are to be picked up at the Gibraltar Town Office, 4097 Main Street, Fish Creek and are to be returned to the same location between 10 a.m. – 3 p.m. Make sure doors and windows are closed when you leave.

We hope you enjoy our Town Hall and appreciate your cooperation.
Gibraltar Town Board