

Town of Holland – Hall Rental Cleaning Check List

W7937 County Road MH, Holmen, WI 54636

CLEANING CHECK LIST – TOWN HALL

- _____ All gifts, food, trash etc. must be removed before you leave the hall.
 - _____ Wipe down tables, counters and chairs. Do not take down the chairs and tables. We need to check for damage and cleanliness.
 - _____ Empty all trash cans and deposit in dumpster out the back door.
 - _____ Check restrooms, remove any trash.
 - _____ Remove all decorations (inside and out). Do not use nails, glue or duct tape when decorating! Scotch tape, masking tape or tacks are allowed.
 - _____ Wipe down fridge, freezer and sink.
 - _____ Turn off lights and reset a/c or heat to original temperature.
 - _____ Close all windows, lock back & side doors.
 - _____ Lock the front door and put the key in the drop box (to the left of the front door).
- If anything on this list is not completed your security deposit may not be returned to you.
 - If you encounter any problems, call 608-317-9698 (Town clerk personal cell) or 608-785-5944 (County Dispatch) or 911 if an emergency.

Capacity: 200 people

No smoking and/or vaping in the Town Hall. Smoking/vaping should only take place 10+ feet from the entrance.

Parking: Parking is allowed in the paved parking area or gravel parking lot (west of the Town Hall). Please do not park along the road or in the grass/landscaped areas.