

Richmond Veteran's Memorial Hall  
150 Old Homestead Hwy  
Richmond, N.H. 03470  
(603) 239-8535

## VETS HALL CHECKLIST

PLEASE COMPLETE **BEFORE** LEAVING BUILDING

### **HEAT:**

- If the heat is on, keep all doors and windows closed during your event.

### **CAUTION:**

- Balcony is off limits and entry door should be kept closed and locked.
- Do NOT lift benches by the backs, lift from the seat. Do not drag tables or benches across the floor. There is a towel and flannel sheet in the lower cupboard in the kitchen to put under feet if you need to move them alone.
- Do not tape, pin, tack, or nail anything to the walls or woodwork. Freestanding decorations only.
- Do not lean or stack chairs or tables against the walls, use the table and chair racks. The carts are mobile for your ease, but do NOT push them through doorways.

### **BEFORE YOU LEAVE:**

- Leave curtains/blinds as you found them—we use them to conserve heating costs.
- Set both thermostats at 55° and close all four doors leading to the main hall.
- Wash all tables, and wipe down chairs
- All utensils used, washed, dried, and put away.
- Remove all food and clean all surfaces. wipe out refrigerator, stove, and microwave if used.

**FLOORS:**

- Broom clean or dry mop the floors, damp mop them if necessary. Vacuums, dry mop, wet mop, and bucket are kept in the front entry leading to the balcony for your needs.
- Do not use commercial cleaners on the floors. Warm water and white vinegar (1/2 cup of white vinegar to 1 gallon of warm, not hot water or Murphy's Oil Soap-located under the sink)—squeeze excess water out of mop before using it on the floor. There is also a spinner mop available.

**TRASH:**

- Remove all rubbish, place clean bags in containers (bags are under sink). pick up all trash outside and in the parking lot.

**IMPORTANT:**

- Shut off all the lights and the fan. Be sure heat is turned back down.
- Be sure all doors are locked before you leave the building.

**Thank you!**

By taking good care of the building, it will give us years of use in the future. The municipal building committee, the selectmen, and the town residents appreciate your respect of our tax dollars at work!

I understand the disclaimer states that I am responsible for injuries and damages during an event. I have read and agree to comply with all rules and regulations when renting/using the Veterans Hall 150 Old Homestead Hwy Richmond, NH.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE LEAVE THE FACILITY AS YOU FOUND IT. THANK YOU 😊