

## TRIUMPH HALL RULES AND POLICIES

### **\*\* Be sure to read to avoid additional charges \*\***

- Most of the lights in the hall do not have light switches. Use the breaker box in the front hall to turn them on and off. **Please be careful not to turn off the stove or refrigerator breakers.**
- When you unlock the front door to the hall with the key provided, it will remain locked after you enter. It does not permanently unlock the door. To unlock it permanently, you must use the allen wrench that is on the key ring. Locate the small hole on the locking bar on the inside of the door. Insert the wrench in the hole, push the bar forward toward the door, and turn the wrench. This will lock the bar forward and will permanently unlock the door. To lock the door again, insert the wrench in the same hole and turn it. The bar will pop out and the door will be locked. The east facing back door locks and unlocks from the inside, using the lock on the doorknob.
- White plastic tables provided for use at the hall include: 19 – 8'. There are 132 white plastic chairs. The white tables and chairs are not heat resistant. Care should be taken to avoid placing hot pans or coffee pots on them to avoid damage. Do not sit on the tables. Please take note that there are 12 tables and 96 chairs set out for use when you rent the hall. The rest of the tables are not set out, but you may use them if needed. Additional chairs are located behind the stage, and may also be used as needed. **When your event is done, it is your responsibility put those tables and chairs back the way you found them. If this is not done, the city will keep your full deposit.** There are also 2 movable serving carts available.
- The piano shall not be moved.
- If you decorate the hall, do not use staples or tacks. Tape may be used but it must be removed with the decorations at the end of the event.
- Do not move or adjust the track lighting. Do not hang decorations from this lighting.
- Parking is available on the street only. The parking area to the west is private property. Do not drive on or park on the grass.
- Following your event, be sure to turn off all lights (except the security light in the front hall) Please leave the ceiling fans on. Be sure all doors are completely closed and locked. **The key to the hall must be returned to the City by Noon on the first business day following your rental date to avoid additional rental charges (see rental agreement for details).**
- **Cleaning the hall, following is a list of areas to be cleaned:** Cleaning supplies are located under the kitchen sink. Please notify city hall if supply is low when returning key. Vacuum all carpeted areas; sweep & mop the dance floor, bathrooms & front entry; wipe off all tables, chairs, counters, and appliances (including the inside of the refrigerator and oven, if used); wash dishes (if used); put tables and chairs back in their original locations; clean the restrooms, including floors, sinks, stools, and mirrors; clean glass on front door and windows; empty all garbage cans and deposit trash in the dumpster in back of the building; the key for the locked dumpster is hanging in the maintenance closet; put new liners in all garbage cans, should be hanging on the side of garbage cans. If the hall is not adequately cleaned, the city will keep your full damage deposit.
- **If you use the supply of kitchen towels and wash clothes, it is your responsibility to launder them.** You can then return them to the hall if you still have the key, or you may return them to City Hall if not. You may wish to furnish these items for your use instead.
- **Take anything that you brought in. Be sure the table are back where you found them.**
- Questions regarding the use of Triumph Hall should be directed to the City Clerk's office during business hours at 507-639-2060.