



COMMUNITY CENTER RULES

Before Leaving the Building Please check the following:

- 1) Turn down heat to 50 in the winter.
- 2) Check bathrooms and be sure lights are off.
- 3) Put Chairs and Tables in arrangement they were when you entered.
- 4) Sweep floor if needed.
- 5) Kitchen Users:
 - a. Be sure stove and refrigerator are clean.
 - b. Wash and put away dishes used.
 - c. Clean the sinks with liquid cleanser provided.
 - d. There is a can under the sink for grease.
- 6) Shut off all lights.
- 7) Lock all doors
- 8) Return key as directed.
 - a) Return Key to the Utility Bill Slot under the Village Administration Office Window, after locking both the Room Door and the front door or
 - b) Return the key in the library book return outside of the building door, after locking both doors.

Village of Egg Harbor
7860 Hwy 42
P.O. Box 175
Egg Harbor, WI 54209
Phone: (920) 868-3334