

USER'S RESPONSIBILITIES WHEN RENTING THE BUTLER COMMUNITY BUILDING

For problems arising after hours or during rental, contact the police dispatcher at (262) 446-5070 for assistance.

Before using building, if you find any damage to inside of building, or dirty floors, fixtures, etc., report immediately to the village office.

Thermostat:

When you arrive at the Community Building, the thermostat is set at 58 degrees. You will need to switch the thermostat on which will trigger the heat to 68 degrees. The thermostat is set on a timer for six hours of heat. The thermostat is located on the left of the door going to the hallway before the bathrooms. If you are in the Community Building longer than six hours, you will need to turn the switch on again for another six hours of heat.

Decoration:

No nails, tacks, screws, etc., shall be used to fasten anything to walls, ceilings, arches, woodwork, except masking tape, which must be removed along with decorations. All decorations must be fireproof.

Tables and Chairs in Community Building may not be taken out.

Cleaning After Use:

- (1) All dry material must be swept up and placed in garbage bags.
- (2) Garbage bags must be tied and placed in dumpster, (if available), or place in vestibule.
- (3) Wet mopping is required if any liquid or wet material has spilled on the floor.
- (4) All cleaning must be completed by 8:00 a.m. of the day following use of the building.

Cleaning and Toilet Supplies are kept in the boiler room, which is the first door on the left in the back hall.

Before Leaving Building:

- (1) Turn off all water and lights.
- (2) Open blinds.
- (3) Close and lock all windows and inside and outside doors.

Deposit will be returned in full when all above requirements have been met, when it is verified that no damage to building or equipment has occurred, and after keys have been returned to the Village office. Keys are to be returned by noon of the first business day following the date of use. Deposit will be returned following the next regular Village Board meeting after all requirements are met.

Thanks for your cooperation,
Butler Park & Recreation Commission