

## PITTSFIELD TOWNSHIP HALL

### RULES GOVERNING RENTAL

1. All tables and chairs are to be wiped down and returned to their proper places
2. All trash is to be taken with you. There will be a \$15.00 charge for any trash that is left on Township premises. Including Bathrooms and Pavilion.
3. All lights should be turned off and all doors locked when leaving. Return key to kitchen.
4. Floors are to be swept and mopped. Countertops, refrigerators and oven should be cleaned. Premises must be cleaned and vacated by 1:00 a.m.
5. In the winter, the thermostat should be turned down to 55 degrees before leaving.
6. In the summer, the thermostat should be left at 80 degrees before leaving.
7. No decorations are to be hung from the ceiling.
8. The Township Hall should be left in the same condition as it was found. If this condition is not met, there will be a janitorial charge.

Thank You! Pittsfield Township

Note: If you no longer need the date reserved, please let me know so the facility can be made available to someone else.

Thank you,  
Elizabeth Zadorozny  
440-241-7896

### HEARTSTART DEFIBRILLATOR

The Township Hall is equipped with a Heartstart Defibrillator. It is located in the hallway near the restrooms.

In case of emergency call 911 immediately, then follow the visual and audible instructions in the Quick Reference Guide provided by the machine.

Note: The key to turn the case alarm off will be on the key ring that includes the front door key.