

REGULATIONS FOR  
VILLAGE RECREATION BUILDING  
131 TELEGRAPH ROAD  
MIDDLEPORT, NEW YORK

Have organization events and times for house use scheduled as far in advance as possible with the Village Clerk at the Village Hall.

The organization leader or person who made reservations shall have a key, and when he or she enters the building, a quick survey should be made to determine:

- a) if any damage is apparent
- b) the condition of floor and lavatories
- c) if any lights are out or missing
- d) the position of thermostat
- e) the condition of the kitchen
- f) if any other organizational materials have been left out
- g) any other condition that should be noted

If other than satisfactory, make a written note of each of the above and give to the Village Clerk at the Village Hall noting the date and time and including a signature.

Set thermostat to desired temperature.

After each event has concluded, a note of any damage should be written and handed in at the Village Hall. Cleaning and bathroom supplies are located in the closet to the left of the kitchen.

At the end of each event, the leader or person who made reservations shall see to it that:

- a) the thermostat is set at 65 degrees Fahrenheit
- b) the floor is swept
- c) the lavatories are cleaned
- d) the kitchen is spotless, with water and stoves turned off
- e) all equipment is put away
- f) trash cans and brooms are properly stored
- g) all lights are turned off
- h) all windows are closed and secured
- i) doors are securely locked
- j) *trash is taken with you – not left at the Scout House***
- k) outside grounds in close proximity to the building are cleared of any litter

The Village is not responsible for any injuries or lost articles.

The building is checked every Monday by the Public Works Superintendent. Any organization or person who continually leaves the building in a less than satisfactory state will not be allowed use of it in the future.