



2 Township Drive, PO Box 40  
Paradise, PA 17562

## **COMMUNITY BUILDING RENTAL CHECK LIST**

Paradise Township is pleased to provide the public the use of our Community Building located within our Community Park. Please be sure to keep this building clean and secure by following the checklist after your event. Any misuse of the building and premises will result in banning of future use.

- **ALCOHOL IS PROHIBITED!**
- **NO FOOD** or **DRINKS** are permitted on the upper floor carpeted area.
- If cooking in the kitchen, **you MUST use hood fans above the oven and grille.**
- Report broken tables or chairs to the Township Office for repairs (717-768-8222).
- Follow instructions in the kitchen to turn on ovens.

When you leave:

- Return all tables and chairs to the lower level (if taken upstairs) racks. Two racks of chairs are provided on the upper level.
- Clean up after yourself. Mops, buckets, a vacuum cleaner and cleaning supplies are in the janitorial closet beside the kitchen for your use. Please be sure to vacuum and mop the floors, including the upstairs floors if you use that area, clean the restrooms, wipe down all surfaces in the kitchen, and wipe down the table tops before putting them away.
- Check that you have removed all of your items from refrigerators and freezers.
- Make sure all ovens and burners are turned off!!! When all knobs are horizontal (—) they are off.
- Please wash any dishes, utensils or other kitchenware used and return them to where you found them.
- If you have used our dish clothes or towels, kindly place them in the provided basket.
- All trash should be placed in trash bags and taken outside to the BLUE drums (outside lower level). If you have an excessive amount of trash, please take it to the dumpster beside the playground (by the tennis courts).
- Please do not use the baseboard heat and thermostat unless the mini-split units are not working. If you use the baseboard heat, please turn the heating thermostat back to **55 degrees**. The mini-split heating and A/C units are pre-programed. You can turn the temperature up and down on them, but it will eventually go back to the programmed setting.

If you have any questions or concerns, during business hours, call the office at (717) 768-8222. **If you need immediate assistance after hours or on weekends, contact Christian Billings at (717) 629-6477.**

**Thank you for supporting Paradise Park!**