

Marshallville Corporation
7 North Main Street
PO Box 169
Marshallville, OH 44645
Office of the Mayor
330-855-2491 / 330-855-3609 fax

Klusch Hall Rental Regulations:

Dear Lessee,

Please abide by the following rules regarding the rental of Klusch Hall. Failure to do so may result in payment for damages and/or loss of the privilege of future rental of the building.

1. Empty trash receptacles into the dumpster located in the parking lot. There are receptacles in each bathroom, one in the kitchen, and one by the main exit. Replace the trash bags in each. Extra bags are located under the kitchen sink.
2. Clean and sweep the floors. Mops, brooms, and dustpans are located in the utility closet at the north end of the building. Dust mop spray treatment should be used on the dust mop. It is located beside the dust mop. **IF YOU SPILL SOMETHING IT MUST BE CLEANED.**
3. Clean tables and chairs. Replace the chairs and tables on the caddies if that is where you found them. Be careful when pulling the caddies.
4. **NO SMOKING OR ALCOHOLIC BEVERAGES.**
5. Reduce the heat in winter months to 63 degrees before leaving. In the summer months turn the air conditioning up to 80 degrees before leaving.
6. Leave furnace fan on at all times.
7. Return keys to Lynn Martin. Lost keys replacement cost is \$10.00 for each lost key.
8. Turn out all lights.
9. Do not hang decorations, etc. from the ceiling.
10. **No tape or tacks to be used on the walls to hang decorations.**
11. **Lock all doors and windows before leaving.**

Thank you for helping maintain this facility.

Marshallville Village Council

Items available for your use at Klusch Hall:

Refrigerator, chest freezer (in the chair closet), and a microwave.

What's not available:

Stove, pots, pans, glasses, utensils, dish rags, extension cords, dishwashing soap, dishwasher.

Rental Rates effective January 1, 2022:

Outside Pavilion at the Park: Residents:	\$35.00 _____
Non-Residents:	\$45.00 _____

Klusch Hall Rental: Residents:	\$100.00 + \$100.00 cleaning deposit _____
Non-Residents:	\$140.00 + \$100.00 cleaning deposit _____