

# THOMAS MARSHALL TOWN LIFE CENTER

## GYM RENTAL CHECKLIST

### WHEN YOU ARRIVE:

- ☐ Use facility as if it were your own and strictly observe your time slot.
- ☐ Use only the room or rooms you have reserved.
- ☐ No slam dunking or hanging on basketball goals.
- ☐ Food and drinks may be used in the gym providing the floor is clean when you leave as the gym is a public, multi-use space.
- ☐ Smoking and alcoholic beverages are strictly PROHIBITED. Use of same will result in loss of access to the Town Life Center in the future.

### BEFORE YOU LEAVE:

- ☐ Put away all tables and chairs used for your event.
- ☐ Sweep the gym floor. The equipment you need is in the northwest corner of the gym.
- ☐ Take trash out to the dumpster near the street. Please check all the trash containers. New bags for your use are in the bottom of each container.
- ☐ Make sure lights are turned off in both the men's and women's restrooms.
- ☐ Turn off the lights in the gym and the Merritt room.
- ☐ Turn off the hall light when you exit. The switch is on the left wall as you leave the door to the parking lot.
- ☐ Make sure both entrance/exit doors are locked when you leave, *check from the outside just to make sure.*

If you leave the facility like you found it, all will be well. Thank you. If you have any questions, please call the North Manchester Parks & Recreation Department at 260-982-4919.