



Town of Columbia

323 Jonathan Trumbull Highway, Columbia, CT 06237

Phone: (860) 228-0110 Fax: (860) 228-1952

Instructions for the Use of Yeomans Hall

All users of Yeomans Hall are responsible for leaving the hall in the same condition it was found. Reimbursement for all damages is the responsibility of the person or group using the hall.

- Use only masking tape for decorations (NO nails, staples or other adhesive)
- Secure balloons so they don't get caught in the ceiling fans
- Read posted instructions for the stove prior to use
- Wipe up all spills immediately, using only water
- All furniture set up or moved from its original location must be replaced
- Clean all tables
- Clean kitchen (leave in original condition)
- Dust mop floors
- Dispose of garbage (directions on reverse side)
- Check all bathrooms thoroughly before leaving
 - ◆ Faucets off
 - ◆ Lights off
 - ◆ Toilets flushed
- Turn off
 - ◆ Lights
 - ◆ Ceiling fans
 - ◆ Exhaust fan
- Close inside doors to hall
- Lock all outside doors

Cleaning Supply Locations

- Dust mop, dustpan, broom on the side of the stage
- Dish cloth in kitchen
- Broom, dustpan, mop & pail are beside the refrigerator in kitchen
- Plunger on side of bathroom

Should there be an emergency (blown fuses, no water, toilet troubles) contact:

Steven M. Everett, First Selectman
Jason Nowosad, Facilities Manager

(860) 228-1237
(860) 428-2954

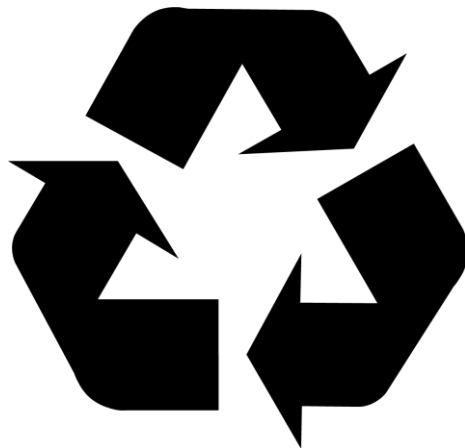
Please notify the Town Administrator's office of any non-emergency problems noted during use. Deposit fees will be returned once the facility is determined to have been left in satisfactory condition and the key has been returned.

We Appreciate Your Cooperation

Disposal of Waste from Us of Yeomans Hall

- 1) **WE RECYCLE** – You must separate bottles/cans from the solid waste (garbage). There are blue recycling containers located in Yeomans Hall at the entrance and in the kitchen.
- 2) There are containers located in the back of Yeomans Hall near the kitchen door. The white wooden bin (Outside in the back of the building) is for recycling bottles and cans and the tan plastic bin (in the kitchen) is for tied trash bags only. Please **DO NOT** dump loose trash into either location.

THANK YOU FOR YOUR COOPERATION



Revised 3/4/2021