

Moose Pass Community Hall

Rules and Checklist

The Moose Pass Community Hall is a public service building that the Moose Pass Sportsmen's Club (MPSC) is proud to be stewards of and hope that each of you will take pride in the space as well. Please do your part in keeping this community space well taken care of and loved. As volunteers ourselves, the MPSC Board of Directors knows that it takes all of us to pitch in and we hope you can use the list below to ensure you are leaving hall better than you found it.

The Hall is a non-smoking facility. Minors must be accompanied by adult supervision.

Camping, RV overnight parking, and sleeping in the Hall are prohibited. The sale of alcoholic beverages is not permitted.

Decorations must not damage the walls or floors of the building. No alterations, no remodeling, and no nails or glue should be used to hang decorations. Damage to the building will result in additional charges.

Additional fees may incur for any major damages. Any cleaning/checklist items that must be done on your behalf will be charged \$50 per hour. Any person using/renting the Community Hall must be in attendance at the event.

If you are using the Hall as a member, you must post your event on the Moose Pass Messenger calendar <https://www.messenger.moosepassalaska.com/#home>. This will ensure your event isn't disrupted. As a member if you want to borrow tables, chairs or other equipment from the Hall you **must** contact JD Boyles or another Board Member to sign the equipment out.

Post Usage Checklist

- ✓ Clean all areas used by event, this includes:
 - Floors
 - Kitchen (all surfaces, stove and refrigerator)
 - Bathroom
 - Main Hall Area
- ✓ Do not dispose of large quantities of bleach products into sink/toilet, only use products that are available.
- ✓ Put chairs back in closet (stacked neatly)
- ✓ Breakdown and pile tables where you found them.
- ✓ Pack out all the garbage that you packed in, including bathroom & kitchen.
- ✓ Turn heat to 60 degrees upon leaving the building.
- ✓ Lock and close the door tightly behind you. If you turned knob to keep unlocked during your event, be sure to turn it to the lock position.

For questions or to report an issue or shortage in supplies, e.g., toilet paper, please contact J.D. Boyle, VP MPSC @ (907) 382-0466.