

Oregon Township Lease Rules & Regulations

- Must contact custodian 72 hours prior to lease.
(Mary Ann Gerwolds 810-845-6690)
- No smoking in building
- No red beverages allowed, pop, punch, etc.
- No decorations on or near the smoke detectors.
- No tape on ceiling or walls. May use pushpins or thumb tacks on provided bulletin board, which must be removed at the end of the lease.
- No candle burning.
- No alcoholic beverages.
- Deposits will be returned within 30 days.
- 30-day cancellation required.
- **Clean-up responsibilities:** If not completed, deposit will be forfeited.
 - Take home trash
 - Clean Kitchen – sink, stove, oven, and refrigerator, sweep floors
 - Walls – clean any spills on walls
 - Tables – clean table tops and remove any tape from tables
 - Vacuum Hall Floor
- **Other responsibilities:**
 - Lights – Turn off all lights
 - Walk around building and clean up outside if needed
 - Leave office doors and furnace doors closed/locked at all times

All leases must end by 10 p.m.