

August 2025

GERRISH TOWNSHIP HALL RENTAL CLEANING REQUIREMENTS

The checklist below lists cleaning procedures that **MUST** be done following a township hall rental. The inspection by the township representative will determine if the deposit may be returned. **FAILURE TO DO ANY OF THE CLEANING PROCEDURES SHALL RESULT IN FORFEITURE OF THE ENTIRE RENTAL DEPOSIT, OR A PORTION THEREOF.**

MEETING ROOM

1. Tables must be wiped off, all tape, table coverings, etc. must be removed before being placed in the storage room
2. Chairs must be wiped off before being placed in the storage room
3. All decorations must be removed
4. Sweep floors

KITCHEN

1. Remove food from the kitchen and wipe out the refrigerator
2. Wipe off counters and stove
3. Sweep floor
4. Remove all the trash, place it in the dumpster at the rear of the building

CONTACT NUMBERS:

Brian Hill	989-302-6369
Kristi Gilliam	989-745-8008