

Skyline City Hall Rental information

Rent for the hall is \$50.00 per day (Skyline residents \$40) payable in advance (cash or check). Keys can be picked up the evening before if usage permits and are due back at end of event. The hall is ADA compliant. Problems or questions can be directed to Wayne Bishop at 507-933-0404.

Rules:

No smoking.

Only blue painters tape on walls or ceiling.

No nails pushpins, or thumbtacks.

Do not move/remove pictures or wall decor.

Please report any issues asap (non working appliances, lack of supplies, plugged toilets, etc).

Equipment:

5 - 8 ft tables

4 - 6 ft tables

5 - 5 ft round tables

48 chairs

1 - 12 ft conference table

52" flat panel tv, DVD/VCR and external connection

Kitchen:

30 cup coffee pot and 14 cup coffee maker, Iced tea maker

Microwave stove, oven and refrigerator

Assorted pots, pans, serving bowls, platters and utensils

Silverware (metal and plastic)

Plates (stoneware and paper)

Glasses and plastic cups

Paper towels, napkins, and garbage bags

Vacuum and brooms

Cleanup: When you are finished with your event:

Remove all food items from building including coffee grounds.

Wipe down/clean all tables before storage.

Return hall to original setup: (see drawing on reverse)

Return other items to appropriate storage area.

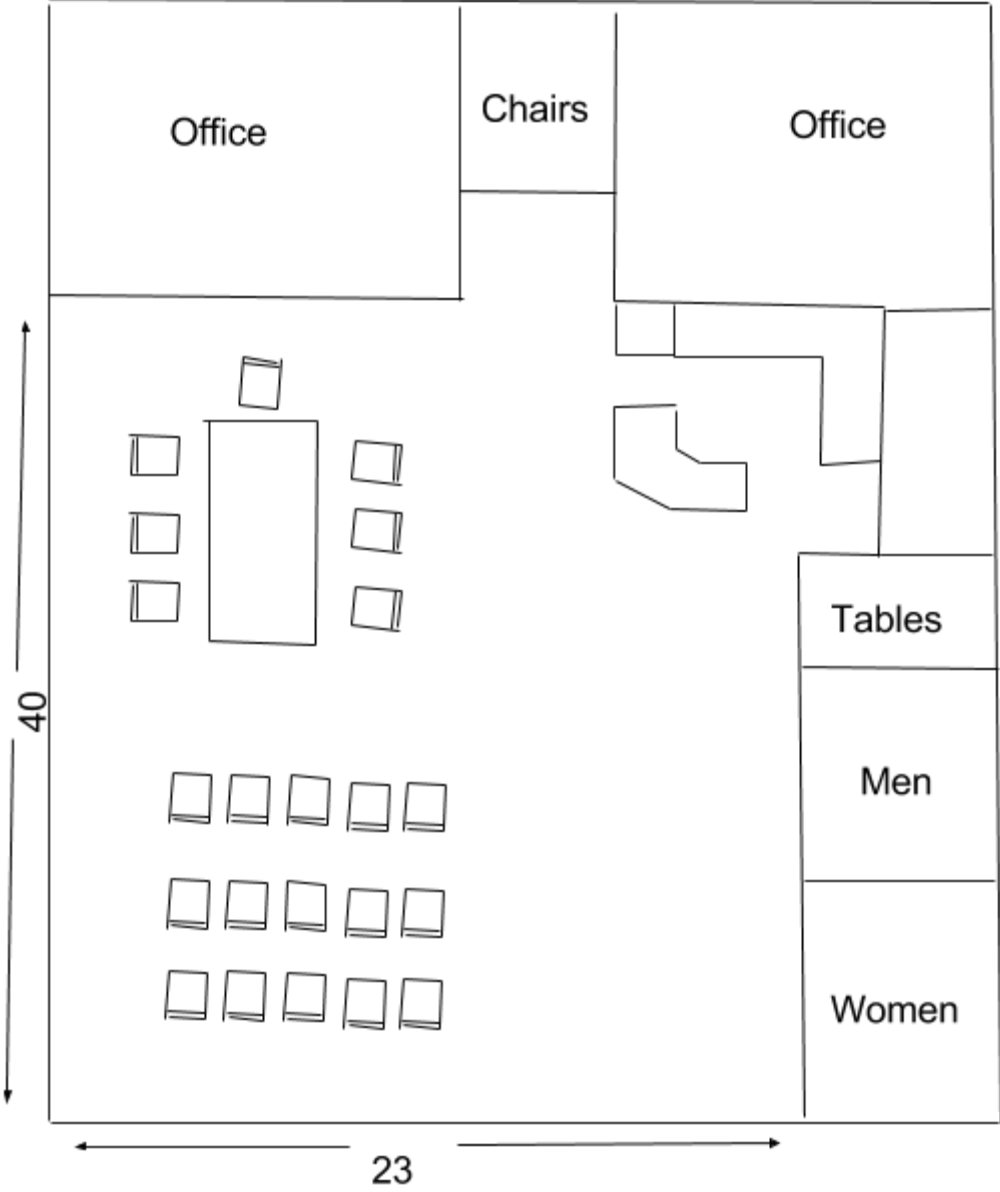
Empty trash and recycling to outside bins.

Vacuum/sweep floors and entry.

Wash and put away coffee pots, dishes and silverware. Leave coffee pot filters out to dry

Cloth towels can be left on counter.

Wipe down counters stove and microwave as necessary.



Not to scale